

Welcome to your Fire Warden training.

This course has been created for those who have been chosen to take responsibility for fire safety in the workplace.

A person performing this role is sometimes known as a Fire Marshal, but we'll use the term Fire Warden throughout this programme.

Being a fire warden is a big responsibility.

**People's lives depend on you staying calm and focused during evacuation and emergencies.**

so this training is vital for you to understand what's expected of you.

By the time you've completed this training you'll have gained a strong understanding of smoke

and fire hazards, how to manage different types of fire and how to use fire extinguishers.

You'll also know what YOUR responsibilities are concerning FIRE PREVENTION and EMERGENCY PROCEDURES.

Our programme has been created to assist you in your duty of maintaining a safe working environment for your workforce.

Fire is PREVENTABLE, and by understanding fire you can begin to reduce the risks of a fire starting.

**In this section we're going to explain how a fire starts, what keeps it going,**

and how a fire can spread through a building. We'll also cover the dangers of smoke.

To create a fire, you need FUEL, OXYGEN and HEAT – this is known as the fire triangle.

Once they're combined,

these elements simply need something as small as a match or a spark to start a fire!

Once a fire has started, it creates a CHEMICAL CHAIN REACTION which keeps the fire going.

**This fourth element has turned the Fire Triangle into the FIRE TETRAHEDRON.**

By removing either the fuel, oxygen or heat, you can stop the chemical chain reaction and extinguish the fire.

We'll be looking at how you can remove these elements from the Fire Tetrahedron later on in the programme.

A fire can spread in three different ways if there's enough fuel and oxygen to keep it going.

It will spread through conduction, convection or radiation, but fires are often spread by a combination of all three.

Conduction is when heat moves through material and objects.

Heat travels from the hot end of an object to the cooler end.

This is also how one object can heat up another one by touching it.

We experience heat transfer through conduction all the time.

For example, if I hold a hot mug of tea, the heat transfers from the mug to my hands.

Most metals are good conductors of heat so fires can easily spread from room to room through things like metal pipes or staircase handrails.

To see if heat from a fire is being CONDUCTED, you can touch a door with the back of your hand.

If it's hot, it means the fire is on the other side, so keep the door CLOSED.

FIRE DOORS delay the transfer of heat, smoke and fire for at least 30 minutes, so keep them closed.

The materials that are used to make fire doors are especially chosen because they're POOR conductors of heat.

Convection is when heat from LIQUIDS and GASES is transferred from hot areas to cooler areas.

When liquids and gases are heated the particles become lighter and rise.

If we take a look at my cup of tea, the steam you can see is a good example.

As the steam rises from the tea it shows the heat transferring from the hot liquid

and into the cooler air above it.

When a fire spreads through convection, the heated air rises and creates convection currents,

which is when the hot air transfers into cooler air and heats it up.

This process feeds the fire more oxygen and it continues to grow.

Radiation is when heat transfers from one object to another through an empty space; it doesn't need anything to travel through.

For example, this candle will radiate heat to anything immediately surrounding it.

So when I put my palm next to the flame, the flame will radiate heat and warm up my hand.

Heat from a fire can be radiated through windows and doors to adjacent buildings, which will ignite any combustible materials;

and it can cause a fire to spread from building to building VERY quickly, because substances such as glass have very little resistance to radiated heat.

This is why it's vital that fire doors are kept closed, or only opened briefly if you're using them as a part of your escape route; because they will delay the spread of heat, smoke and fire.

Fuel needs oxygen to burn. If a fire uses up too much oxygen it can't continue to burn the fuel,

and smoke is produced as a result.

It's mainly a collection of heated gas, liquid and solid particles, but smoke can contain hundreds of toxic chemicals and fumes.

It's the leading cause of fire-related deaths in the UK, and it usually spreads through a building quicker than the fire itself!

Convection currents carry smoke high enough to hit the ceiling and up through air vents.

Smoke can also travel along the ceiling; and once it starts to cool down, it travels down the side of the walls and back down towards the floor, before it's heated up again – and the convection currents continue.

A small amount of smoke can irritate your eyes and your throat –

it can make you cough and can affect your coordination;

but a little more can give you headaches and make you dizzy, breathless, sick, or even cause unconsciousness.

If a fire uses up ALL the oxygen in a room, the smoke fumes become so toxic that they can cause brain damage, asphyxiation and death within minutes.

But seeing smoke isn't often taken as seriously as seeing flames.

As a fire warden, it's vital that you highlight the dangers of smoke to your colleagues.

It's CRUCIAL that you raise the alarm and evacuate the building immediately if you see smoke,

and that you direct anyone in your area to do the same.

You MUST keep LOW if there's a substantial amount of smoke -

the air at your feet will be the clearest.

This section covers SIGNS that relate to fire safety.

Health and safety signs are there to help keep you safe, but people often don't understand them,

pay attention to them, or even know where they are in the workplace!

Signboards are the most common type of safety sign that you'll find at work.

There are four different types, which are:

Prohibition signs

Warning signs

Safe Conditions signs, and

Mandatory signs

**It's important for you to recognise them and know what they mean.**

As part of your role as a fire warden,

you need to ensure that all signs relating to fire safety are positioned correctly and are clearly visible.

It's important for you to raise fire awareness amongst your colleagues -

and making sure they understand these signs is a good place to start.

**Prohibition signs are circular with a white background and a red border;**

and they have a diagonal red line crossing over a black image.

The image represents the type of prohibition.

If it's a cigarette, for example, it means you're NOT ALLOWED to smoke in that area.

Warning signs are triangular and they have a yellow background, a black border and a black image.

The image represents the type of warning.

If it's a FIRE, for example, it's WARNING you about a potential fire hazard.

Safe Conditions signs are either square or rectangular.

They're green and have either a white image or white text on them,

and they often include an arrow to tell you which direction to take.

You'll see this sign above "fire exit" doors.

Mandatory signs are circular with a blue background.

They have a white image or white text inside the circle that signifies something you MUST do.

You'll see an example of this on fire doors; such as "fire door, keep shut."

One way to remember the meaning of these signboards is to use a traffic light system:

RED – means STOP. You are PROHIBITED.

YELLOW – means Wait. It's a WARNING.

GREEN – means GO. You have SAFE PASSAGE.

And there is one remaining which is BLUE – meaning MUST DO. It's MANDATORY.

Another two types of sign you'll see at work are Fire Safety and Fire Action signs.

Fire Safety signs are square or rectangular.

They include a white image on a red background,

which will indicate the location or identity of your organisation's fire-fighting equipment.

For example, you'll see a Fire Safety sign above fire extinguishers.

Fire Action signs contain instructions on what to do in a fire.

They're usually blue on a white background, although they can be luminescent too.

You'll find them at Fire Call Points.

Your duties as a Fire Warden can be split into two parts –

these are PROACTIVE DUTIES and REACTIVE DUTIES.

In this section we'll cover the proactive duties,

which are the tasks you need to complete to maintain a safe working environment.

Proactive duties are routine practices that reduce the risk of a fire starting.

We'll also touch upon The Regulatory Reform (Fire Safety) Order, or FSO,

and we'll outline what this legislation needs you to do.

The FSO is the only piece of legislation in England and Wales that deals with all fire safety matters.

It's a good idea to look at it so you can get a better understanding of your responsibilities;

when the legislation talks about the 'competent person' they are referring to you and any other fire wardens in your organisation.

A big part of your role is assisting the 'responsible person.'

This is the person who has control of the premises you work in, normally your employer.

The FSO states that the responsible person is accountable for ALL matters related to fire safety at work – the Fire Service is NO LONGER responsible for workplace safety. It's your duty to help the responsible person uphold fire safety practices and legislation, which are covered throughout this course.

Practising fire prevention is one of your main responsibilities as a fire warden, and there's a few things you can do during your working day to help reduce the risk of a fire starting.

Specific tasks will be appointed to you by your employer, but we'll look at some common responsibilities now to give you an idea of what to expect.

Your organisation should have effective procedures for you to follow to avoid fire hazards, and you should lead by example to encourage your colleagues to do the same.

#### Part of being a fire warden means managing potential ignition sources.

These are objects that produce heat, such as toasters, heaters or electrical supplies and equipment, so keep an eye on them because they're fire hazards.

You should make sure damaged cables are replaced and that power sockets are never overloaded.

Chargers can also be a risk. If you leave a device charging for too long there's an increased risk of the charger overheating the device's battery.

The risk is even higher if you're using an unbranded charger, or a charger that hasn't been specifically designed to charge your device.

The best time to fight a fire is before it starts, so be cautious around potential ignition sources.

If you take a look around the room right now, chances are you'll see a few!

There will be objects and materials that are combustible or flammable in your workplace,

like paper and polystyrene; or SOLVENTS such as print cartridges and screen wipes; AND things made of PLASTIC such as bins, storage boxes or food containers.

Make sure they're always stored, handled and disposed of correctly.

Be careful if you work with chemicals such as cleaning materials,

spirits or aerosols because they're flammable too!

Arson is responsible for over 43% of all fires that are started in the UK; and 40% of businesses affected by arson NEVER recover.

So you need to stay vigilant.

Always be on the look-out for potential arson attacks, and watch out for suspicious activity such as small or unexplained fires, groups of people hanging around the premises, signs of broken fencing or a break in. You must report anything suspicious to the responsible person.

**It's also a good idea to make sure that waste is disposed of correctly.**

and that things like rubbish bags, wheelie bins and skips are not too close to the building –

any flammable or combustible waste will be very tempting to an arsonist.

It's important to prevent an arsonist from accessing anything that can fuel a fire, and it's VITAL that someone locks the premises securely at the end of the day.

Many fire-related deaths that happen in non-residential buildings are caused by smoking!

**So things like ONLY smoking in designated areas, and disposing of all cigarettes and other smoking materials CORRECTLY is a MUST.**

It's a good idea for you to encourage good practice with colleagues who smoke.

As a fire warden, you don't need an in-depth knowledge of how a fire alarm system works,

but you do need to know what type of systems there are, which one is in your workplace,

and how it's maintained.

**A common type of alarm system for the workplace is the P2.**

If your workplace has this system, you'll see detectors in parts of the building where the risk of ignition is high or where important valuables are kept.

But regardless of what fire alarm system your organisation uses, either the responsible person or a fire warden should test the fire alarm once a week.

Smoke detectors play a vital role in protecting you from the dangers of smoke.

You need to check that they're working properly and make sure they're maintained regularly.

Try to ensure they're cleaned with a vacuum at least twice a year, and they should be replaced every ten years.

Even though your workplace probably has hard-wired smoke detectors, double check in case they're battery operated.

If they ARE battery operated, the smoke detectors should be tested once a week and the battery should be changed at least once a year.

Your organisation may have emergency lighting, which will help with a safe evacuation if the main power supply is cut.

You should know what areas and routes it will illuminate, and make sure that routine maintenance is carried out, which is usually about once a month.

There can be different rules for different systems, so you should find out how often the devices and systems need to be checked in your workplace.

As a fire warden, it's your responsibility to know the layout of the building, and to know of at least one way to exit the building safely. This will help with your daily checks.

You need to make sure all fire exits and evacuation routes are clear at all times – they must never be obstructed.

Emergency Exit and Fire Door signs should never be obscured or damaged, and must be clearly visible to help during an evacuation.

When you're checking fire exit doors, make sure they're not blocked from the outside.

Your organisation may have fire doors that close automatically when a fire alarm sounds,

so make sure they're not propped open at any time.

You should check fire doors weekly and report any faults if you find any.

You'll have an area you're responsible for; this is your designated evacuation area.

It's a good idea to be aware of who works in your area, and if anyone needs extra help during an evacuation.

Colleagues with disabilities - or those who need extra help - should have a Personal Emergency Evacuation Plan, known as a PEEP,

which will tell you what they need and how you can help them evacuate.

It's a good idea for you and any colleagues with disabilities to decide on a temporary safe place

along the evacuation route, where they can go to wait for your help.

It's very important that people with visibility problems know the evacuation route well.

If you work in a noisy environment or anyone in your organisation has hearing problems,

there should be extra warning systems in place -

which can include flashing lights or vibration systems.

The responsible person in every business is legally required to organise a FIRE RISK ASSESSMENT,

and this should be outsourced to a professional Fire Risk Assessor if necessary -

because it's a crucial part of fire safety management.

It includes identifying fire hazards and the people at risk,

evaluating those risks and either reducing or removing them.

Fire risk assessments must be reviewed regularly.

You should also look at your organisation's Fire Action Plan and make sure it's accurate.

This document provides instructions on how to operate the fire alarm system

and it'll tell you what action you need to take in emergencies.

As a fire warden, it may be your responsibility to help complete the Fire Risk Assessment.

But even if you're not involved,

you need to know the result of the risk assessment so you can carry out your duties fully.

The risk assessment should focus on fire safety procedures and fire prevention measures -

it needs to look for ANYTHING that poses a fire risk

to your working environment and surrounding properties.

It will also help the responsible person to work out how many fire wardens are needed.

They'll have to consider things like the size and layout of the building,

and the number of employees in your organisation.

They'll also need extra wardens to cover sickness and holidays.

The risk assessment is there to show you what's working well and what needs to be improved.

It needs to be a thorough look at the practices and systems that make up your Proactive Duties.

These are the preventative and protective measures that should be a part of your normal working day.

If you're concerned that you can't complete certain duties,  
or you feel you need more guidance,  
report to your manager or the responsible person at your organisation.

Your main duty as a fire warden is to PREVENT fires from starting.

But there will be times when you need to REACT – either to fire drills or to an actual emergency.

The duties you have to perform at these times are called REACTIVE DUTIES, and they make up the other part of being a fire warden.

In this section we'll look at what your responsibilities are during fire drills, evacuation procedures and emergencies.

We'll also cover CLEAR LEADERSHIP and HUMAN BEHAVIOUR.

You need to know what's expected of you AND what to expect from your colleagues – their reaction to drills and emergencies may surprise you!

Above all else, you must avoid putting yourself and others in danger.

Understanding human behaviour in relation to fire and fire alarms is VITAL.

The responsible person must look at how people REACT when a fire alarm is raised, because it's proven to be a high-risk factor during evacuation.

You might think that people will panic if they hear a fire alarm, but it's often the opposite!

This can be because they assume it's a drill and don't take it seriously; or it's often because people IGNORE alarms if nobody around them is reacting – they often sit and wait for someone else to take the lead.

If your colleagues are taught how to react to a fire alarm CORRECTLY, it can reduce the risks to their safety during an emergency – this includes them leaving their belongings behind so they don't delay their evacuation. That's where you come in. You should educate them to change THEIR behaviour,

and you must show clear leadership during fire drills  
AND emergencies by giving your colleagues calm and firm instructions.

Our company makes health and safety courses.

We've asked a group of people to review one of our programmes.

We've placed hidden cameras in the room.

The footage you're about to see shows what often happens when people hear a fire alarm.

They usually react... but not necessarily the way they SHOULD!

The fire alarm is about to be set off.

When people hear an alarm they often don't take it seriously.

It's a common problem that people allow themselves to be influenced by what other people do

or don't do – no one is taking the lead, so everyone stays where they are.

She's not confident enough to take charge, and the team carry on working.

Without support from those around her, she decides to do nothing.

She still doesn't get out of her seat to go and check what's going on.

Everyone continues to work. It's as if the fire alarm isn't going off at all.

The moment they see the Fire Warden they're out of their seats and evacuate immediately.

It goes to show that people often wait for someone else to take the lead, even if their instinct is to act.

This lack of action means that people can compromise their own safety and the safety of those around them.

In some situations, we don't always do what we should do, instead we look at what everyone else is doing.

Being a Fire Warden is a big responsibility – it's YOUR responsibility to make sure people evacuate,

but it's also your responsibility to EDUCATE your colleagues to take the initiative themselves.

Everyone's immediate reaction to hearing a fire alarm SHOULD BE to GET OUT OF THE BUILDING,

and to make sure those around them get out TOO!

It's very important to have evacuation drills in your workplace at least once or twice a year.

EVERYONE must take part,

so make sure that all employees and visitors know that a drill will be taking place.

These drills are vital because:

They check that the fire alarm can be heard throughout the building

They allow everyone to test the evacuation route and practise meeting at the assembly point

They identify weaknesses or problems with the evacuation procedure

They allow any changes to be tested from the previous drill

And they allow you to test the procedure for employees with disabilities

As a fire warden, it's your responsibility to encourage everyone to evacuate safely,

but you MUST NOT delay your own evacuation –

you do NOT need to be the last person out of the building.

To start a drill, go to your nearest Fire Alarm Call Point and use the test key to activate it.

You should treat Evacuation Drills as seriously as you treat Emergency Evacuations.

You NEED to put your REACTIVE DUTIES to the test.

Make sure you encourage the responsible person to organise fire drills so you can get the practice!

During the rest of this section we'll explain the procedure you need to follow during an emergency evacuation.

There are only slight differences for fire drills and we'll highlight these for you.

If you discover a fire, you must raise the fire alarm immediately.

Your organisation may have a Fire Detection System -

which means the alarm will go off automatically if it senses a fire – but you can also do this manually.

Remember that people tend NOT to react to fire alarms as quickly as they should, so you need to be prepared to give your colleagues CALM and FIRM instructions straight away.

You need to call EMERGENCY SERVICES from a safe location AS SOON AS you've raised the fire alarm.

You need to ask for the 'fire service' and give the operator the number of the phone you're calling from.

Speak as clearly as you can and give the operator as much information as possible, so they know what equipment and appliances are needed.

You need to give them your EXACT location. If you can't remember the full address, you can provide names of nearby landmarks or connecting road names, because this can help the fire service locate you.

If there's more than one building on your site, make sure you tell the operator which building the fire is in.

If you know why the fire started, or you know someone is trapped in the building,

OR you have any other important information, make sure you tell the operator.

It's crucial that you DO NOT hang up the phone until the operator has repeated

ALL of these details back to you.

If a fire alarm goes off, you need to start the evacuation procedure IMMEDIATELY, and as a fire warden you're responsible for evacuating the people in your designated area.

Tell them to leave their belongings and instruct them to leave straight away.

Remember to assist anyone who needs extra help.

Stay calm and leave the building by the SAFEST and most DIRECT route.

This may not be the usual way you go in and out of the building –

so make sure you don't go into autopilot!

You should aim to get the people in your designated area outside as soon as possible.

As you're evacuating, you should do a full sweep of your designated area if it's safe to do so.

This is to check no one has been left behind – so think about things like isolated areas and toilets.

You can also minimise the risk of fire and smoke spreading by closing windows and doors on your way out of the building.

DO NOT use any lifts when you're evacuating, and remind your colleagues not to either.

Your organisation may have evacuation lifts or evacuation chairs for people with disabilities,

but they should only be used if it's specified in their PEEP.

It's very important that you don't put people's lives in danger by taking unnecessary risks,

and this includes your own! Remember not to delay your own evacuation.

You should complete your duties on route to the exit.

If it's smoky, remember to keep as low as you can when you're evacuating, and make sure NO ONE goes back inside the building until the fire service says it's safe. Remember that your colleagues will look to you for instruction and reassurance during the evacuation.

Once everyone has evacuated you should guide them to the assembly point.

This is the meeting place that everyone goes to in emergencies - it's often somewhere like a car park.

Your organisation may use a different term to describe the assembly point, such as a 'muster point' or a 'meeting point'.

Either a fire warden - or the responsible person - will do a roll call, which is also known as a 'muster roll', 'head count' or 'checklist'.

This means running through a register to check that all employees are at the assembly point.

It's a quick and effective way to find out if anyone is missing.

If it's an emergency evacuation, you must tell the fire service IMMEDIATELY if anyone is missing.

Once this has been done,

everyone needs to wait at the assembly point until the fire service confirms that it's safe to go back inside.

If it's just a drill,

this is a good opportunity for you and your colleagues to discuss any problems you've uncovered,

what went well and what could be improved.

Once the drill is over, the person who did the roll call can instruct everyone to go back inside.

They will need to write details about the drill in a log book, including the duration of the drill,

who took part, and any problems that were highlighted.

Now you know what you need to do during the different stages of evacuation.

we'll explain what you should do if you're unable to evacuate.

**It's crucial that you avoid putting yourself in a situation**

where a fire is between you and your escape route.

HOWEVER, if you DO become trapped inside a building and there's no way for you to escape the room you're in, make sure you call the emergency services if you haven't already.

It's also crucial that you create a barrier between you and the fire.

If the fire is NOT in the same room as you, you should start by closing all the doors and any air vents in the room.

Then you should grab any fabric you can, such as clothing and tea towels and dampen them if it's possible.

Roll up the fabric and use it to block the gaps under the doors.

If there's a window in the room, you should open it and shout "fire!" as often as you need to,

to call for help - if you're on the ground floor, you can use the window to escape.

If you're NOT on the ground floor and you're not in immediate danger, you should wait for the fire service to rescue you instead of climbing out of the window.

If, for some reason, smoke gets into the room you're in, you should cover your nose and mouth with a cloth, and you should dampen this as well if it's possible.

Try to breathe through your nose only.

There's a useful technique you should know about in case you ever find yourself in a situation in which your clothes catch fire.

**We'll demonstrate this technique now and we'll explain why it's so important.**

First of all, - DON'T RUN if your clothes catch fire, because the oxygen will fan the flames.

You need to STOP, DROP, and ROLL.

Dropping to the floor will stop the flames from rising to your head and burning your face.

Once you're on the floor, put your hands over your face and roll over fully - backwards and forwards

- so your front and back come into contact with the ground to smother the flames.

DON'T STOP until the flames have been extinguished.

If you're helping someone else whose clothes have caught fire, make sure they stop, drop and roll,

and use something like a rug, blanket or towel to help smother the flames.

#### Do everything you can to keep others safe during an evacuation –

but do NOT delay your own evacuation or put yourself at risk.

You do NOT need to be the last person out of the building.

Remain calm, level-headed and instil trust in the people you're in charge of evacuating – they will look to you to lead them.

In this section we'll discuss the different classes of fire

and which type of fire extinguisher should be used for each class.

There are five different classes of fire, each identified by a letter;

these are A, B, C, D and F.

#### Class A fires involve organic solid materials that burn to ash,

such as wood, paper, textiles, fabric and coal.

Class B fires involve flammable liquids such as spirits, petrol, oil, grease and paint.

Class C fires involve gases or liquefied gases such as propane, butane and methane.

Class D fires involve metals such as aluminium, magnesium and sodium.

Class F fires involve cooking oils and fats.

ALL fires become an electrical hazard if they involve electrical equipment!

As a fire warden, people will naturally look to you to lead them - and this may involve tackling a fire

- BUT you must assess the risks before you decide what to do.

First of all, make sure the fire alarm has been raised so the building can start to evacuate,

THEN assess the risks.

The rule to go by is: ONE FIRE, ONE EXTINGUISHER.

If you think it'll take more than one extinguisher to put out the fire, it's TOO BIG and you need to evacuate immediately.

It's important to use your common sense and only tackle the fire if it's SMALL.

So, ask yourself:

How big is the fire?

What class of fire is it?

Do I have the right extinguisher to hand?

How much smoke is there?

And are there any electrical hazards close by?

When tackling a fire, you should always stand with your back to the exit if you can, so the fire doesn't come between you and your escape route.

**Remember – don't take any unnecessary risks**

**There are five common types of fire extinguisher:**

some can only be used on one class of fire, and others can be used on more than one class of fire.

ALWAYS read the instructions written on the side of your extinguisher before you use it.

Using the WRONG extinguisher, or using an extinguisher INCORRECTLY could put lives at risk.

We have provided step-by-step instructions in this section

so you know how to use the common types of fire extinguisher.

Make sure that you only attempt to tackle a fire if it's small

and you're very confident you can extinguish it fully without risking your safety.

Water Extinguishers are solid red. They remove HEAT from a fire;

and they should only be used on Class A fires.

To use the extinguisher, you need to pull off the safety tag to break the seal.

Then pull out the pin and test that the extinguisher works by pointing it AWAY from the fire.

Make sure to squeeze the handle until the extinguishing agent comes out.

Then aim the jet at the base of the fire, squeeze the handle,

and keep moving the jet of water across the fire until it's extinguished.

You should also aim for any hot spots after you've put the main fire out.

Water extinguishers have a range of about 4 to 5 metres,

and they normally run out within 60 to 75 seconds,

but this can depend on the size of the extinguisher and the shape of the nozzle.

NEVER use Water Extinguishers on Class B fires, because it will make the fire SPREAD. And don't use water extinguishers on or near electrical equipment because you may get electrocuted.

Dry Powder Extinguishers have a blue panel around them.

They remove OXYGEN from a fire by smothering the flames.

They're a good all-rounder, so you can use them to extinguish Class A, B and C fires.

It can be possible to use them on electrical fires, and on Class D fires if you have a specific powder.

To use the extinguisher, you need to pull off the safety tag to break the seal.

Then pull out the pin and test that it works by pointing it AWAY from the fire, and squeeze the handle until the extinguishing agent comes out.

Then you need to aim the nozzle at the base of the fire and squeeze the handle.

You should use a rapid sweeping motion to force the flames to the far edge until all the flames are out.

These extinguishers have a range of about 8 metres on average.

It's important that you don't use Dry Powder Extinguishers in confined spaces because you'll risk breathing in the powder.

Carbon Dioxide Extinguishers have a black panel around them.

They remove OXYGEN from a fire by smothering the flames; and they can be used on either Class B fires or electrical equipment.

To use the extinguisher,

you need to position the discharge horn and pull off the safety tag to break the seal.

Make sure you don't touch the extinguisher horn once you start discharging the extinguisher,

even if it's a frost-free horn, because you'll risk getting ice burns.

Pull out the pin and test that the extinguisher works by pointing it AWAY from the fire.

Then squeeze the handle until the extinguishing agent comes out.

Then aim the horn at the base of the fire and squeeze the handle as you walk towards the flames.

Once the flames are out,

step back and keep discharging the extinguisher until you're a safe distance away.

These extinguishers have a range of about 1 to 1 and a half metres, and will last for a minimum of 11 seconds.

DO NOT use Carbon Dioxide Extinguishers on Class A fires because it can cause a fire to spread.

And don't use them in confined spaces because there is a risk of asphyxiation if you inhale too much of the gas.

Foam Spray or Aqueous Film Forming Foam Extinguishers (known as AFFF) have a cream panel.

They remove the OXYGEN from a fire by smothering it; and they can be used on Class A or Class B fires.

To use the extinguisher, you need to pull off the safety tag to break the seal.

Then pull out the pin and test that it works by pointing it AWAY from the fire.

Make sure you squeeze the handle until the extinguishing agent comes out.

It's important you know that Foam Spray Extinguishers are used in slightly different ways

depending on the class of fire you're tackling.

If you're using this extinguisher on a Class A fire, you need to aim the jet at the base of the fire,

squeeze the handle, and keep moving the jet of foam across the fire.

However, if you're using this extinguisher on a Class B fire, make sure you DON'T aim the jet directly at the liquid.

You need to aim the jet at an edge if it's in a container, OR at a nearby surface, so the foam can flow across and extinguish the fire.

The nozzle on the extinguisher can either be a jet OR a spray

and it'll last between 35 seconds to a minute. Foam Spray Extinguishers have a range of 4 to 5 metres.

Never use foam spray extinguishers on Class C or Class F fires, OR on live electrical equipment.

Wet Chemical Extinguishers have a yellow panel and they're the ONLY extinguisher which can be used on Class F fires, so you'll normally find them in large kitchens or anywhere deep fat fryers are used. They produce a barrier between the oxygen and the fuel,

and the water content in the extinguishing agent reduces the heat.

To use the extinguisher, you need to pull off the safety tag to break the seal.

Then pull out the pin and test that the extinguisher works by pointing it AWAY from the fire.

Make sure you squeeze the handle until the extinguishing agent comes out.

Then you need to aim the lance directly at the fire

and sweep the extinguishing agent across the fire using slow circular movements until the flames are extinguished.

Make sure the fat has cooled before you attempt to take further action.

You may have a Fire Blanket in your workplace; it will be attached to a wall.

They're used on Class B or Class F fires, to tackle fires that involve fats or flammable liquids.

To use a fire blanket,

you need to start by pulling on the black tabs to pull the blanket free from the wall.

You must protect yourself by holding the black tabs so that they're facing you and the back of your hands are touching the back of the blanket.

Then you need to fold your hands in,

so your palms are touching the back of the blanket and your hands are covered.

Once you've done this, walk towards the fire with your arms outstretched, just make sure the blanket isn't blocking your view.

You need to walk towards the fire slowly

and place the blanket over it carefully and swiftly once you're close enough.

The blanket should cover the fire completely, and it must be left there for at least 30 minutes.

Fire blankets should only be used on small fires, such as chip pans or saucepans.

If you ARE tackling a chip pan fire, try and turn the heat off if it's safe to do so.

Remember that you should only attempt to tackle a fire if you feel

VERY confident that you can extinguish it without risking your safety.

If you need more than ONE extinguisher to tackle ONE fire it's NOT SAFE.

Never forget – if in doubt, get out.

You have now completed your Fire Warden training.

Being a fire warden is a big responsibility,

so we hope this course has given you a strong understanding of your proactive and reactive duties

and when they should be carried out.

You should be calm, confident, and display clear leadership in your role at all times.

It's important to educate your colleagues on fire prevention and evacuation procedures,

but above all else, it's VITAL that you take NO unnecessary risks that could compromise

ANYONE'S safety – including your own.

Remember that you can report to your manager or the responsible person if you need more guidance

or have any concerns about your duties.

The next section is the test –

you can repeat any part of this training before you begin the test if you want to refresh your memory.

Good luck!