

# Fire and flammable substances

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## **WHAT TO DO IN THE EVENT OF FIRE**

### **If you discover a fire:**

- Operate the nearest alarm point.
- Attempt to put the fire out if it is safe and you are trained to do so.
- Leave the building by the nearest available route.
- Report to the Janitor and pass on all available information so that he can phone the Fire Brigade.
- If there is no Janitor go the nearest available phone and phone the Fire Brigade.

### **When you hear the fire alarm:**

#### **Lecturers, Technicians, and Administrative Staff.**

Each member of staff has a duty to perform upon hearing the fire alarm:

- Close all windows in the room they are in
- Turn off and secure all electrical equipment
- Make safe all dangerous processes
- Inform all personnel that the fire alarm is sounding and instruct them to evacuate
- Secure the door(s)(this helps in determining the area is clear by the Wardens)
- Evacuate safely via nearest exit
- Proceed to Assembly Point. If you notice anything untoward (e.g. smoke, sound of burning, people shouting) then report this to the Fire Co-ordinator
- Remain at Assembly Point following instructions from the Co-Ordinator/s
- Only return to building when the Co-Ordinator gives the All Clear

### **Students**

All students will be instructed as to the fire evacuation system upon induction into their new year or if there are any special requirements in particular schools/depts. that they will be using. In general upon hearing the fire alarm students will:

- Stop what they are doing, secure any equipment as necessary
- Leave by the nearest exit
- Proceed to the nearest Assembly Point
- Follow instructions given by the Co-Ordinator in charge
- Not re-enter building until the All Clear given by Co-Ordinator

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### **NOTES:**

#### *Re-entry into Buildings*

The Fire Brigade switch off the Fire Alarm on their arrival so that they can check the building and listen for the shouts of anyone trapped. The switching off of the Fire Alarms DOES NOT indicate that it is safe to go back in nor that any evacuation should stop.

#### *Fire Wardens*

Fire Wardens have been appointed throughout the College. On hearing the

alarm, they check that their area is cleared. However, due to the nature of College operations, there are some areas where there is no permanent member of staff present - generally studio areas and these may not be covered by a Fire Warden.

However, members of the academic (and other) staff will be present from time to time. If the fire alarms sound and you are present in a studio then carry out the duties listed above with respect to making safe and instructing students to evacuate, etc. In addition, please check studios adjacent to your own without, of course, putting yourself at risk.



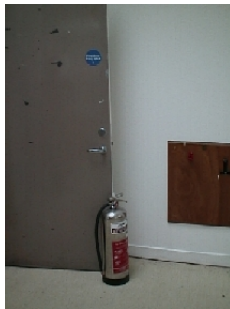
**Flammable  
Liquid**

## **Safe Handling of Petroleum and Petroleum Mixtures in Workshops and Elsewhere**

- All College personnel who handle petroleum and/or petroleum mixtures must be made aware of these rules and must follow them.
  - Only the minimum quantities necessary must be held in College Workshops. Bulk quantities must be kept in the College's Petroleum Store west of the Main Building.
  - All containers holding petroleum and/or petroleum mixtures must have secure closures and the container should be kept closed when not in use.
  - If not required for immediate work, containers should be kept in the designated storage cupboard.
  - The designated storage cupboard for petroleum, petroleum mixtures must be kept locked when the room is unoccupied. The cupboard must be labelled with 'Petroleum Spirit/Highly Flammable/No Smoking or Naked Lights'.
  - A bucket of sand must be kept in the vicinity of the storage cupboard. In the event of a spillage, use the sand to soak up the liquid.
  - When handling petroleum or petroleum mixtures, do so in a well ventilated area and ensure that there are no sources of ignition.
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## Fire Doors and Fire Extinguishers

Ever wondered what a fire extinguisher is **really** for?



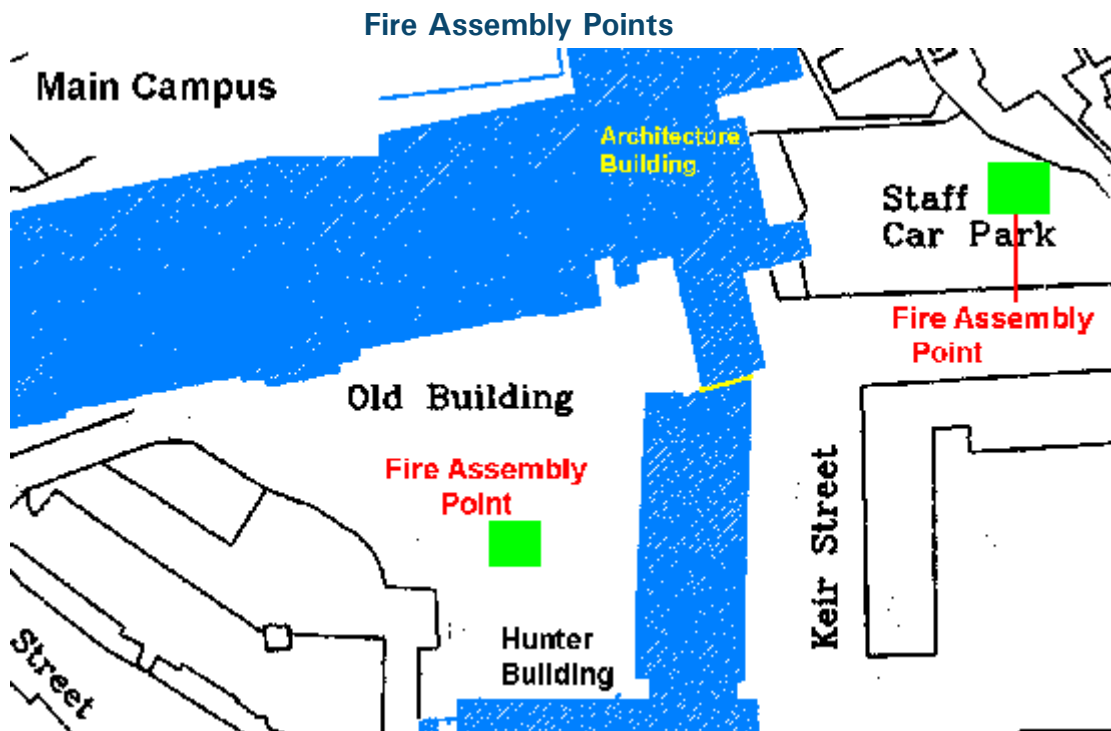
If you see this, then please return the extinguisher to its proper place and shut the door. If you see a fire door wedged open then remove the wedge and shut it. A fire door is a piece of health and safety equipment and it is illegal (i.e. a criminal offence under the Health and Safety at Work Act) to render it inoperable.

Go on further down the page and find out how to use an extinguisher properly and what the different kind of extinguishers are like and what they are for.

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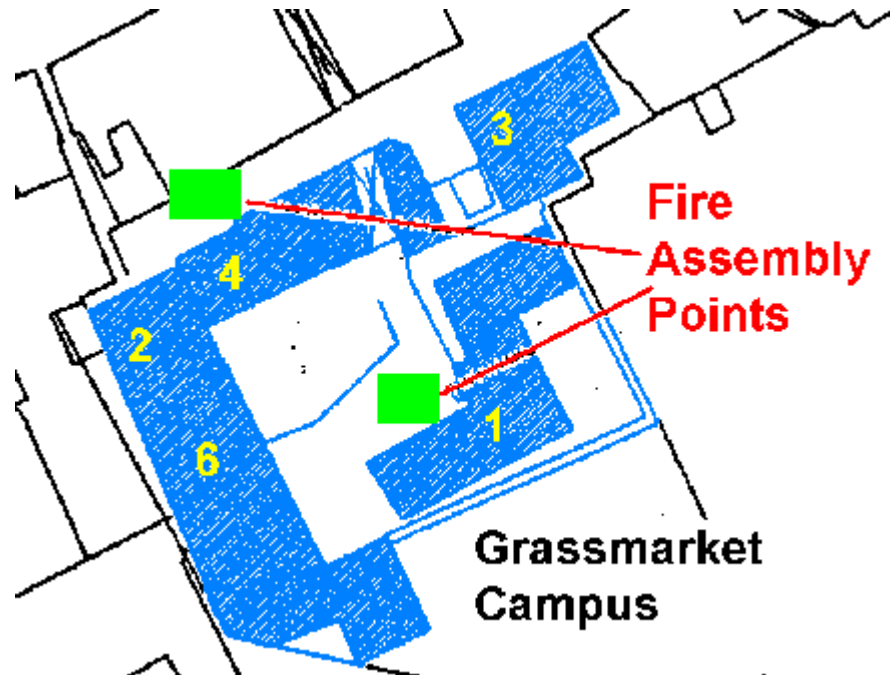
In the Lauriston Campus, setting off an alarm in the Old and Architecture Buildings will sound the alarm only in those buildings and not in the Hunter Building. Setting off an alarm in the Hunter Building will sound the alarm only in that building and not in the Old and Architecture Buildings. The yellow line on the drawing shows the boundary. Please note that the Architecture Building extends past the Wee Red Bar (Ground Floor), the College Shop and Smoking Lounge (First Floor) and the Visual Communications Offices (Second Floor).

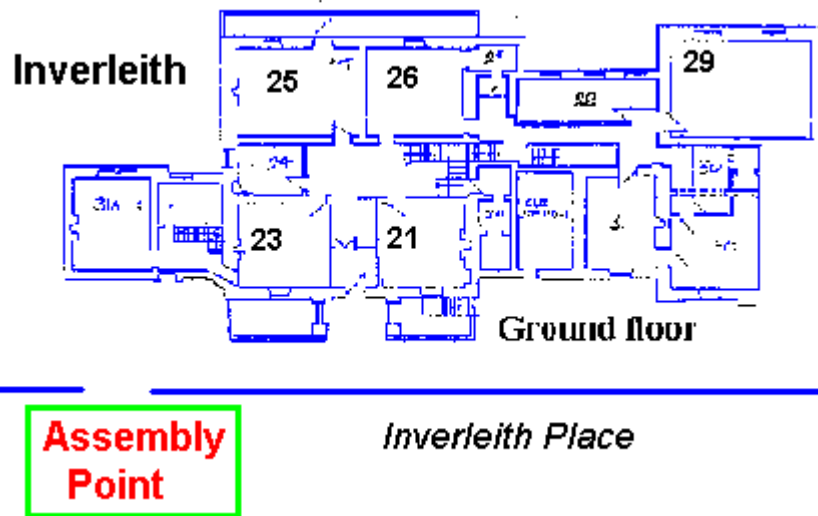
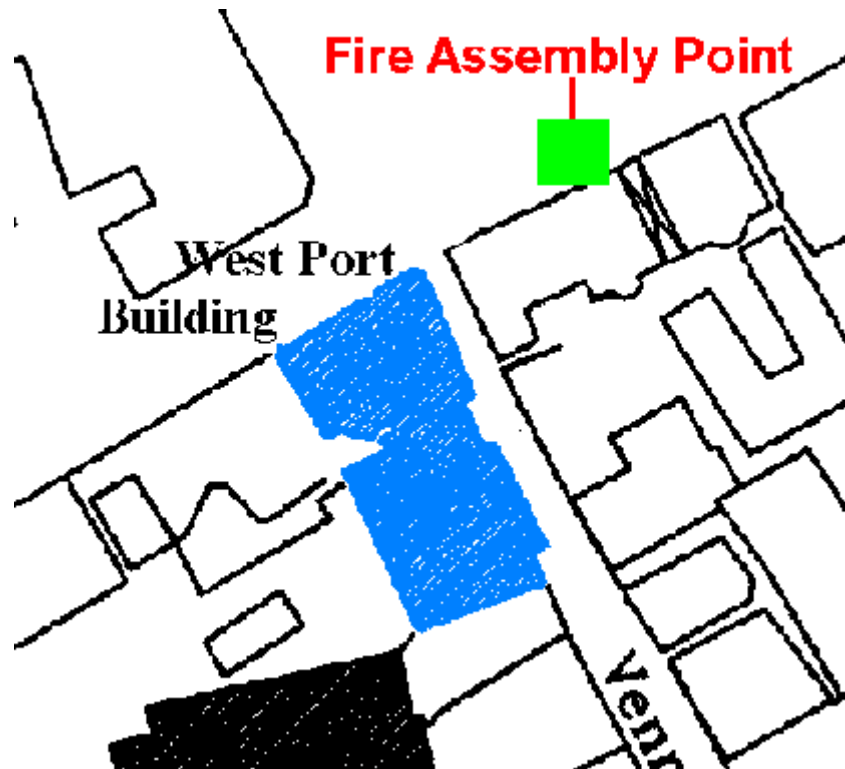
Only evacuate from the building where the alarm is sounding.

Do not to enter a building where the fire alarm is sounding. This situation will arise in future at the following locations;

- the door at the south end of the corridor linking the Architecture and Hunter Buildings on the Ground Floor
- the door facing the V.C. Office linking the Architecture and Hunter Buildings on the Second floor.

If you arrive at either of these doors and the alarm is sounding in the building beyond, do not enter that building.





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## Fire Fighting Equipment

### *Speed of fire taking hold and spreading*

Fire spreads very quickly given the presence of flammable material. A typical living room will flash in about three minutes.

### *Triangle of Combustion*

Remove any one component and the fire will stop



### *Classes of fire*

Class A	involving solid materials, usually of an organic nature in which combustion normally takes place with the formation of glowing embers - eg wood, paper, textiles
Class B	flammable liquids or liquefiable solids - petrol, paraffin, turpentine, white spirits, wax
Class C	gases
Class D	metals - sodium, aluminium, magnesium

### *Safe Use of Extinguishers*

Take care with:

Cold from CO<sub>2</sub> extinguishers

Discharging contents into face

Discharging CO<sub>2</sub> or halon into confined space - ensure ventilation afterwards.

As well as extinguishers we have Fire Hoses (Class A only) and Fire Blankets

Fire blanket will put out the fire but there may still be smouldering cloth (especially wool) underneath so you are not finished when the fire is put out.

Use your judgement - putting out a small fire immediately could well save someone else's life and prevent a substantial part of the College being destroyed BUT you must not put yourself at risk. You are just like a first aider at the scene of an accident.

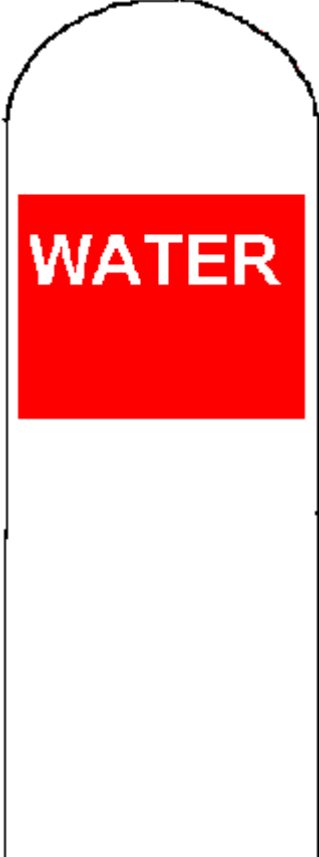
### *Putting out a fire*

- Keep down low
- Aim for the back
- Spray gently from side to side
- If outside, approach from up wind
- Keep an escape route open

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## TYPES OF EXTINGUISHERS

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Appearance		USE ON	DO NOT USE ON
OLD	NEW		
		<b>CLASS A</b> Textiles, paper, wood etc	<b>CLASS B</b> Flammable liquids  <b>CLASS E</b> Live Electrical Equipment



**WATER**

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**ALL  
CLASSES**



**Dry  
Powder**



**CLASS B**  
Flammable  
liquids

**CLASS E**  
Live  
electrical  
equipment

**DO NOT USE  
IN CONFINED  
SPACE**



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**REMEMBER: YOU MUST SOUND THE ALARM BEFORE FIGHTING A FIRE.**

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## **Notice Display and Pinboarding in College Premises to avoid spread of Fire**

### **INTRODUCTION**

Fire Safety Legislation requires us to reduce the risk of spread of fire to an acceptable level. In the event of a fire, notices on walls will make a major contribution to the spread of fire and the generation of smoke.

### **WITHIN ESCAPE STAIRS AND ESCAPE ROUTES LEADING FROM THEM:**

No pinboards are permitted, but lockable glass fronted noticeboards of fire-resisting design are allowed.

### **WITHIN CORRIDORS GENERALLY:**

Area may be up to 0.1 x the floor area of the corridor. Where standard sizes of pinboard are used (see below) the area may be increased to the next standard board size. Areas of pinboarding may be made up of a number of individual boards, but the distance

between boards must be no less than twice the width of the larger board.

In addition, message boards not exceeding A3 size will be allowed on doors to individual rooms.

**WITHIN AREAS DESIGNATED AS BEING OF SPECIAL RISK:**

No pinboards are permitted on walls, however message boards not exceeding A3 size will be allowed on doors to individual rooms.

**WITHIN ROOMS:**

Area may be up to: 0.5 x the floor area of the room OR 60m<sup>2</sup>, whichever is the lesser

**NOTICES:**

All notices shall be securely pinned at each corner to pinboards.

Any notices not complying with this requirement or attached to surfaces other than pinboards or noticeboards will be removed and destroyed.

**PINBOARD TYPE AND SIZES:**

Boards must be of Sundeala flame-retardent hardboard

Sheet sizes:

*Full Sheet:* 2.4m x 1.2m  
(2.88m<sup>2</sup>)

*2/3 Sheet:* 1.6m x 1.2m  
(1.92m<sup>2</sup>)

*1/2 Sheet:* 1.2m x 1.2m  
(1.44m<sup>2</sup>)

*1/3 Sheet:* 1.2m x 0.8m (0.96m<sup>2</sup>)

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**TIMES OF TESTING OF FIRE ALARMS**

The Break Glass Alarm Panels are usually tested in the College at the following times through out the whole year:

Main Campus (Main/Hunter/Architecture Buildings)	Friday - 830am
Grassmarket Campus	Thursday - 10am
West Port/Vennel Buildings	Thursday - 1015am
Inverleith	Friday - 1030am

In addition

Evening Classes: As far as possible they are sounded at the start of each term in the evening in each campus where an evening class takes place.

Summer School: The alarms will be sounded on each Monday morning of the Summer School - again in each campus where a class is taking place.

An email will sent out to the whole College beforehand giving exact details.

Take no action on hearing the alarm sound at these times UNLESS it continues to sound beyond 15 seconds in which case follow normal fire evacuation procedures.

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### **Use Of Electric Bar Fires**

These are only to be used for keeping models warm.

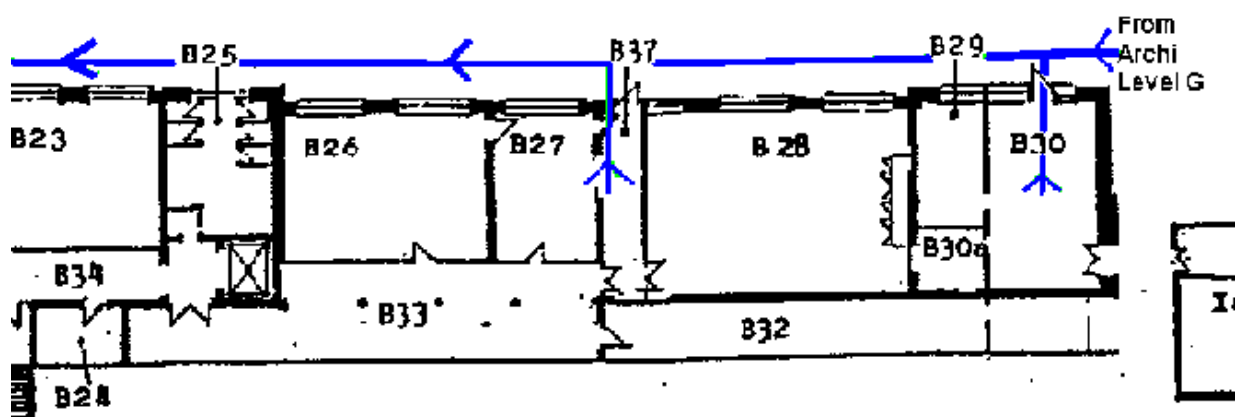
1. Fires must be switched off when studios are empty - including during tea/coffee/meal breaks and at the end of the session
2. Fires must not point at fabric or other combustible material
3. The stability of fires must be assured by their being securely attached to a wooden box
4. If the fire needs to be off the ground then it (on its box) must rest on a decently sized stable platform which is not likely to be knocked over
5. Cables must be fully and cleanly unrolled without any knots and laid, so far as possible, so as not to constitute a trip hazard.



**Don't use a fire in this condition!**

### **USE OF NORTH TERRACE BY STUDENTS**

There are occasions when student need to do work outwith their studios and wish to use the North Terrace. The Terrace is a fire escape route from Architecture Level G, the Architecture Computer Room B30 and the Drawing and Paintings area B26,27,28 etc. A clear width of 2 metres without any obstruction or work on it must be maintained adjacent to the north wall of the building. Students must do their work adjacent to the retaining wall. After work they must tidy away for the next person.



## **FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1997 AND 1999 - Summary**

This summary gives an idea of the topics covered relevant to the College. For full details refer to the [full regulations](#) and the associated Guidance published by the HSE and the Home Office which is available from the Health and Safety Officer.

### **Reg 3: Fire Precautions In The Workplace**

Defines the workplaces that the Regulations apply to.

### **Reg 4 Fire-fighting and fire detection**

(a) a workplace shall be equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and

(b) any non-automatic fire-fighting equipment so provided shall be easily accessible, simple to use and indicated by signs.

and for the purposes of sub-paragraph (a) what is appropriate is to be determined by the dimensions and use of the building housing the workplace, the equipment it contains, the physical and chemical properties of the substances likely to be present and the maximum number of people that may be present at any one time.

(2) An employer shall

(a) take measures for fire-fighting in the workplace, adapted to the nature of the activities carried on there and the size of his undertaking and of the workplace concerned and taking into account persons other than his employees who may be present;

(b) nominate employees to implement those measures and ensure that the number of such employees, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the workplace concerned; and

(c) arrange any necessary contacts with external emergency services, particularly as regards rescue work and fire-fighting.

### **Reg 5 Emergency routes and exits**

Routes to emergency exits from a workplace and the exits themselves shall be kept clear at all times.

Whether due to the features of the workplace, the activity carried on there, any hazard present there or any other relevant circumstances, in order to safeguard the safety of employees in case of fire -

- (a) emergency routes and exits shall lead as directly as possible to a place of safety;
- (b) in the event of danger, it must be possible for employees to evacuate the workplace quickly and as safely as possible;
- (c) the number, distribution and dimensions of emergency routes and exits shall be adequate having regard to the use, equipment and dimensions of the workplace and the maximum number of persons that may be present there at any one time;
- (d) emergency doors shall open in the direction of escape;
- e) sliding or revolving doors shall not be used for exits specifically intended as emergency exits;
- (f) emergency doors shall not be so locked or fastened that they cannot be easily and immediately opened
- (g) emergency routes and exits must be indicated by signs and
- (h) emergency routes and exits requiring illumination shall be provided with emergency lighting

### **Reg 6 Maintenance**

The workplace and any equipment and devices provided under regulations 4 and 5 shall be subject to a suitable system of maintenance and be maintained in an efficient state, in efficient working order and in good repair.

*There are 12 more regulations - they bring Fire Safety law more into line with general Health and Safety law with the Fire Brigade having very similar powers to the Health and Safety Executive.*