



A guide to fire safety

A few general tips

- Always ensure that you fully understand the arrangements for raising the fire alarm and evacuation of the venue that you are using.
- If there is a maximum capacity number set for the venue then you will need to ensure that this number is never exceeded.
- If there is a registration system for the venue please ensure that you, and all persons who you have invited or have control of, have registered as per the venues requirements.
- Be confident that you know what to do in an emergency.
- Be confident that your team are fully briefed on the process.
- Check that heaters are not obstructed.
- Ensure fire exits and fire extinguishers are kept clear.
- If emergency lighting is present then check that it works and is on if required.
- If cooking or using BBQ equipment please ensure it is well placed, supervised at all times and suitable fire extinguishers are available.
- If you are required to provide fire extinguishers please ensure they are available and suitable for the types of fire expected.

If you discover a fire:

- Immediately raise the alarm using the identified process for the venue you are in.
- Leave the building by the nearest exit.
- Proceed in an orderly manner to the assembly point and report to the person in charge.
- Do not enter the building until instructed by the person in charge.
- Do not attempt to tackle the fire unless your way out is blocked and you need to use an extinguisher to help you escape the fire.



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Types of fire extinguisher

Type	Class A	Class B	Class C	Class D	Electrical	Class F	Comments
	Combustible materials (e.g. paper and wood)	Flammable liquids (e.g. paint and petrol)	Flammable gases (e.g. butane and methane)	Flammable metals (e.g. lithium and potassium)	Electrical equipment (e.g. computers and generators)	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 temps.