



Fire Safety Management in Hotels and Boarding Houses

London HMSO

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INTRODUCTION

1. This guide is about fire safety in hotels and boarding houses. It is issued jointly by the Home Departments (the Home Office and the Scottish Office) and the Fire Protection Association.

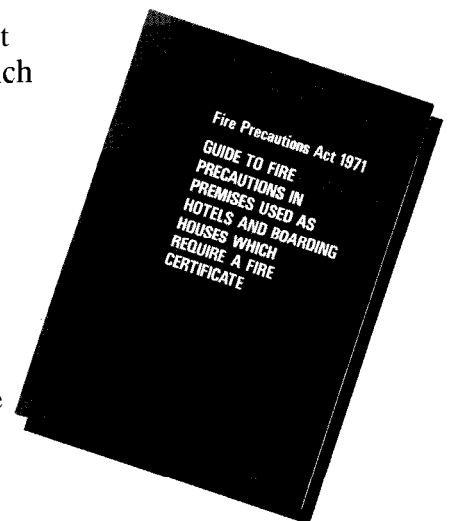
2. Whether you own or manage a hotel, boarding house, motel or are in charge of a guest house, inn or farm house, or other premises where people sleep as paying guests, this guide is for you.

3. The terms “manager” and “management” are used fairly loosely in this guide to describe all who have direct responsibility for fire safety. This may be the owner or proprietor of a small guest house or the duty manager in a large hotel. What is important is that all members of the management team know precisely what their fire safety responsibilities are.

4. The guide also provides advice on fire precautions which, even if not required by law, it would be prudent for the management to take in order to reduce the risk of fire and to ensure that both staff and guests are protected if a fire occurs.

5. This is not a detailed technical document but such a guide* is available for those premises which require a fire certificate. The technical guide is aimed primarily at fire authorities who are concerned with the application of the Fire Precautions Act 1971 to hotels and boarding houses.

6. Further information about fire precautions can be obtained free of charge from the fire brigade for your area and from the Fire Protection Association. * *

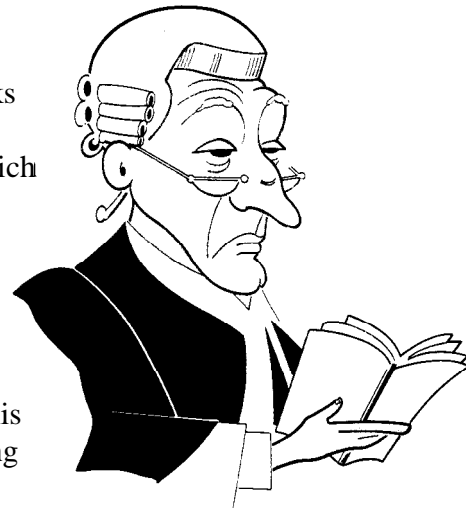


* Guide to Fire Precautions in Premises used as Hotels and Boarding Houses which require a Fire Certificate, published by HMSO ISBN 0 11 341005 0

** The address of the Fire Protection Association is 140 Aldersgate Street, London EC1A 4HX (telephone 071 606 3757).

CHAPTER 1: FIRE PRECAUTIONS AND THE LAW

1.1 The main law on fire precautions in hotels is the Fire Precautions Act 1971. Its purpose is to protect people from the risk of fire. The Act works primarily through a fire certification procedure. With certain exceptions, premises put to a use which has been designated under the Act require a fire certificate which is issued by the fire authority for the area. A fire certificate describes what the fire safety arrangements are for the premises.



1.2 In 1972 orders* were made designating, for this purpose, the use of premises as a hotel or boarding house if:

sleeping accommodation is provided for more than six persons being staff or guests, or

sleeping accommodation is provided above the first floor or below the ground floor for guests or staff.

1.3 If staff are accommodated in a separate building, a fire certificate may be required for that building (see paragraph 1.2).

1.4 Details about the law and the procedure for fire certification are provided in Appendix A.

1.5 It is an offence to use premises without a fire certificate unless a certificate has been applied for and has not been refused.

1.6 A fire authority has power to prohibit or restrict the use of any premises used for a purpose involving the provision of sleeping accommodation if in their opinion there is a serious risk to life. This applies whether or not the premises are required to have a fire certificate.

* The Fire Precautions (Hotels and Boarding Houses) Order 1972. Statutory Instrument 1972 No 238.

The Fire Precautions (Hotels and Boarding Houses) (Scotland) Order 1972. Statutory Instrument 1972 No 382 (S.26).

For Northern Ireland see paragraph 3 of Appendix A.

CHAPTER 2: THE HAZARD OF FIRE

2.1 Even in well managed premises a fire can occur. Once started it produces heat, toxic gases and large quantities of smoke. These may rise and spread horizontally through open doors and unenclosed stairways, preventing people from using the means of escape provided. The inhalation of smoke and toxic gases has been shown to be one of the main causes of fire deaths in buildings.

2.2 To ensure the safety of occupants in the event of fire it is important to remember:-

- . that guests may include older adults, children and those with disabilities who may need assistance;
- . that guests or visitors may be unfamiliar with the premises; and
- . the turnover of staff and the need for adequate training.

2.3 Measures to take account of these factors are described in the following chapters.

CHAPTER 3: THE RESPONSIBILITIES OF MANAGEMENT

3.1 The management of every hotel, boarding house or similar establishment, however large or small, have a responsibility to minimise the risk of fire breaking out and to protect the lives of their staff and guests if it does. They should also take steps to reduce to a minimum the effects of any fire on the running of the business.

3.2 There are many potential causes of fire. Premises should therefore incorporate features which limit the spread of smoke and flames and protect the means of escape. If a fire certificate is required for the premises, these factors will be considered by the fire authority and may be specified in the certificate.



3.3 In certificated premises the certificate will normally require details of staff training, fire drills and the testing and maintenance of the fire warning system, emergency lighting and fire fighting equipment to be recorded in a fire log-book kept for that purpose. Even when this is not required by law, it is recommended that a log-book should still be used as a matter of good practice.



3.4 To protect staff and guests, managers should:-

- ensure that adequate means of escape are available for use at all times (see Chapter 4);
- train their staff in the action to take in the event of fire (see Chapter 5);
- provide information for guests on the action they should take if they discover a fire, or if the fire alarm is sounded (see Chapter 6);
- take adequate steps to prevent a fire occurring (see Chapter 7);
- know their staff and guests and their special needs (see Chapter 8) ;
- ensure that there is an effective system whereby both staff and guests can be alerted to the presence of a fire (see Chapter 9); and
- ensure that suitable means for fighting fire are provided and kept in working order (see Chapter 10 and Appendix B).

3.5 Managers also have commercial responsibilities as well as their duty to staff and guests. They will recognise that to ensure the smooth running of the business there is a need to have in readiness a plan of action to be taken if a fire should occur, to include details of salvage companies, architects, builders, contractors etc. It is prudent for the manager to make these contingency arrangements and keep such arrangements up to date. Plans to cater for the comfort of guests who could be left without shelter after a fire should also be made.

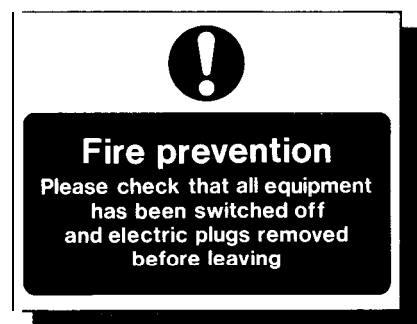
3.6 A named individual in the management team (with a named deputy) should always have responsibility for fire safety. For smaller premises this should normally be the manager or the proprietor. Whoever holds this responsibility has to be able to take the measures described in the following paragraphs.

. Assess the risk of fire in the premises

Premises should be inspected frequently. Any possible causes of fire should be identified, and the scope for a small fire to spread considered. It should always be borne in mind that smoke is often a more serious danger than flames, and that it has the potential to trap and kill. The appraisal should include all parts of the premises with particular care being taken over areas of higher risk, such as communal areas, staff quarters and kitchens. The security of the building should also be reviewed to minimise the risk of wilful fire raising. Advice may be sought as appropriate from the fire brigade, the police and insurers.

. Take action to minimise the likelihood of a fire occurring

If inspection of the building reveals any deficiency this should be remedied without delay. Steps should also be taken to ensure that equipment capable of producing sufficient heat to cause materials nearby to ignite (eg electrical or gas heating appliances) is maintained in a safe condition. Good house-keeping plays a major part in reducing the likelihood of fire



and the manager should ensure that staff are aware of the need for cleanliness and neat and tidy working practices, especially in kitchens, workshops, plant rooms and engineering areas.

• Establish procedures to be followed in the event of fire

All members of staff should know, and be trained in, their role in an emergency (see paragraphs 5.4 and 5.5). In larger premises this applies especially to reception staff who will probably be required to call the fire brigade, draw the attention of staff to any rooms occupied by disabled visitors and take the register to the assembly point in order to ensure that all guests, staff and any outside workers have evacuated safely. Smaller premises should adopt procedures to meet their individual needs. In every outbreak of fire, the fire brigade should be summoned as soon as possible, regardless of whether the fire has apparently been extinguished.

• Limit the spread of fire

Much can be done at little cost to reduce the vertical and horizontal spread of fire and smoke. For instance wallpaper, panelling and ceiling linings should be selected to minimise any risk of fire spreading – especially on escape routes. All doors should fit well and be kept closed to prevent the passage of smoke (but see paragraph 4.4). Specialist advice should be sought if the building is thatched, or there is any likelihood that fire could spread from adjacent premises.

• Ensure that appropriate fire protection equipment is installed and maintained

Fire protection equipment may include a fire warning system, emergency lighting, automatic fire detectors, sprinklers, and other fire fighting equipment. Any equipment required for the purpose of fire certification will be specified on the fire certificate. But whether they are required by law or not, the* provision, and continued maintenance, of automatic fire detectors and sprinklers may well make the difference between a small fire being detected and extinguished and a major disaster. Details of the maintenance checks of such equipment should be recorded in the fire log-book.

- **Ensure that guests are adequately informed on what to do in case of fire**

This is normally accomplished by displaying fire instruction notices incorporating the evacuation arrangements in each guest room. Where appropriate this requirement will be specified in the fire certificate. Consideration should be given to providing translations into other languages (see Chapter 6). The particular needs of less able-bodied guests should also be considered (see Chapter 8).

CHAPTER 4: MEANS OF ESCAPE

4.1 A basic requirement for the safety of everyone, guests and staff alike, is that in the event of fire there should be means of escape by which all are able to reach a place of safety without outside assistance.

4.2 Routes and exits which are means of escape should be available for use and kept clear of obstruction at all times.



4.3 Internal doors on an escape route should always be usable. Doors to the outside should be capable of being easily and immediately opened from the inside without the use of a key. Both sides of these exit doors should be kept clear of obstruction.

4.4 A regular check should be made of all self-closing devices and automatic door holders/releases to ensure that they function correctly. Flexible edge seals, where fitted to doors, should be maintained to provide an effective smoke seal. Wedges, hooks or any other non-automatic devices should not be used to hold open fire doors*, even as a temporary measure (see Appendix D case 2).

4.5 Signs* * should be provided to indicate exit routes and exit doors. They should be clearly visible, displayed in conspicuous positions and illuminated by the emergency lighting (see Chapter 11). Internally illuminated exit signs should be serviced and tested regularly.

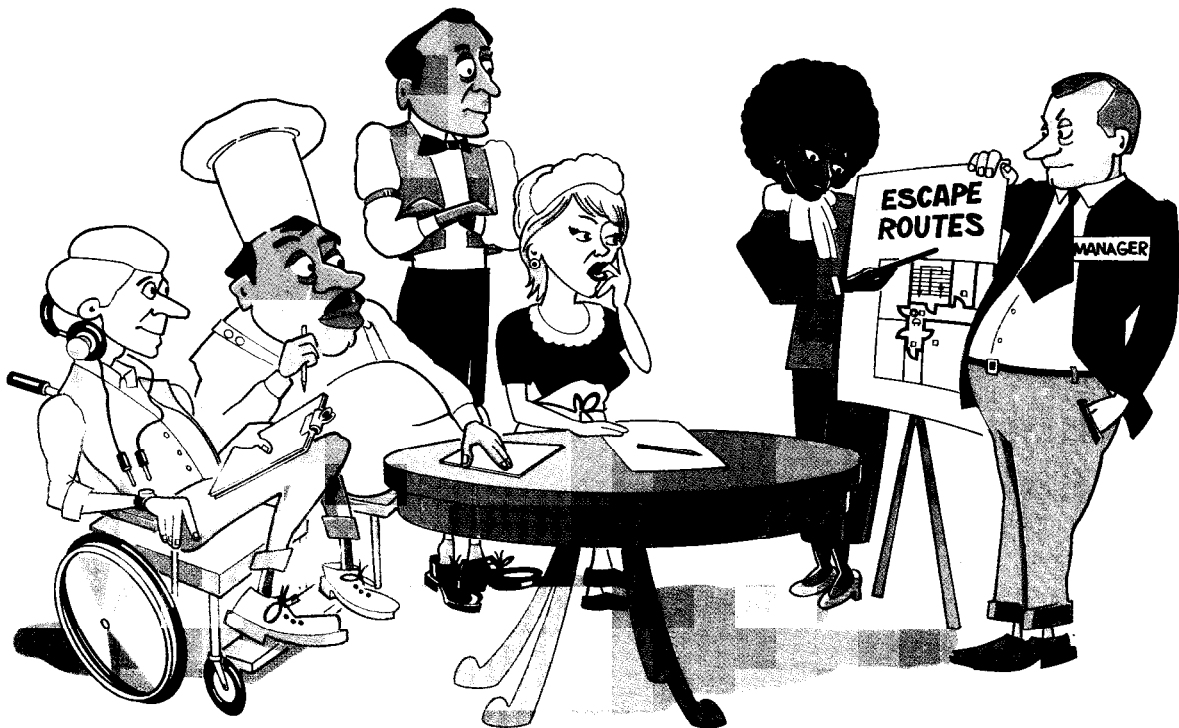
4.6 For premises which require a fire certificate the means of escape and related matters will be specified in the certificate.

* The maintenance of fire doors is explained in section 4 of British Standard 8214.

** All fire safety signs, notices and graphic symbols should conform to British Standard 5499: Part 1 and with British Standard 2560 for internally illuminated exit signs.

CHAPTER 5: TRAINING OF STAFF

5.1 The importance of staff training cannot be over-emphasised. For premises with a fire certificate these requirements may be specified in the certificate. Managers are reminded that the law also requires that training must be provided in the period between an application for, and the granting of, a fire certificate (see Appendix A, paragraph 6). Advice on training may be obtained from the fire brigade or the Fire Protection Association.

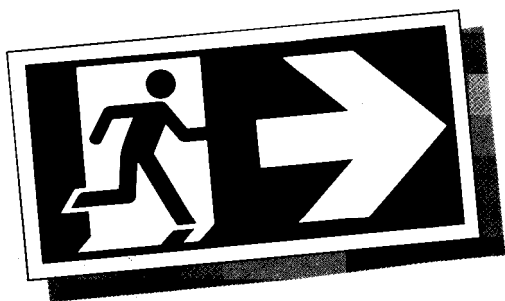


5.2 All staff should receive instruction at least once, though preferably twice, every twelve months. It is particularly important that all new staff (including those casually employed) should be shown the means of escape, and told about the fire evacuation procedures and their responsibilities in the event of fire. It is also important to ensure that occasional workers and others who work in the premises outside normal hours, such as cleaners and bar staff, are given appropriate training. If staff are employed whose knowledge of the English language is limited, the training should be given in a manner which they can understand. If the premises require a fire certificate more frequent training may be specified.

5.3 Managers in larger hotels should have a written action plan as part of the procedure used to train staff. The plan should recognise the fact that many serious fires occur at night, when the maximum number of guests will be in their rooms but few staff will be on duty. Wherever possible at least one member of the permanent staff who has been given fire safety training should always be on duty, with more in larger hotels. It is important that, whatever procedure is adopted, staff are able to respond competently to an emergency.

5.4 The following subjects should be covered in each training session, with practical exercises where possible:-

- (a) the action to be taken on discovering a fire;
- (b) how to raise the alarm, including, where appropriate, the location of alarm call points and indicator panels;
- (c) the action to be taken on hearing a fire alarm;
- (d) the correct method of calling the fire brigade;
- (e) knowledge of escape routes, assembly points and the roll call procedure;





- (f) the evacuation procedure for the building. This will include avoiding the use of lifts (but see paragraph 8.5); any special arrangements for physically disabled and sensory-impaired staff and guests; the checking of public areas; informing and reassuring the guests and any other members of the public present; directing or escorting them to exits and checking the register (if appropriate) of guests and staff at the assembly point;



- (g) the location and use of fire fighting equipment; and

- (h) general fire precautions.

5.5 Staff who routinely work in the kitchen and other service areas should be given training for the particular hazards they might meet. Certain other staff (eg receptionists) who will have particular responsibility in the event of a fire should be trained accordingly.

5.6 In larger hotels training should include written instructions, based on the fire routine for the premises.

5.7 Details of the training and instruction given should be recorded in the fire log-book and should include:-

- the date of the instruction or exercise;
- . the duration;
- . the name of the person giving the instruction;
- . the names of the people receiving the instruction; and
- . the nature of the instruction, training or drill.

Practice fire drills

5.8 A practice fire drill for staff, including guests, should be carried out at least once a year but at more frequent intervals in larger premises. Where there are alternative means of escape, the drill should be based on the assumption that one escape route cannot be used because of the fire. During these drills the fire alarm should be operated by a member of staff and thereafter the fire routine should be rehearsed as fully as circumstances allow. This may raise some difficulties with guests, but such a procedure is still desirable. Advance notice of the drill will normally ensure goodwill and minimise any disruption or anxiety which the sounding of fire alarms could cause. Management should ensure that the operation of the fire alarm in these circumstances does not result in the attendance of the fire brigade and/or the police.



5.9 In larger premises it is recommended that a small number of people, including any safety representatives, be appointed to observe the fire drill. These individuals should be informed beforehand when the drill is to take place, the location of the supposed fire and which escape route is not to be used. Afterwards, the observers should discuss the fire drill with the management in order to identify and remedy any failings.

5.10 In smaller premises, such as boarding houses where the sleeping accommodation falls below the level required for a fire certificate, it is still necessary to ensure that fire procedures are understood by all occupants. Written instructions should be available to all guests and new staff should receive instruction on the action to take in the event of fire including a walk over the escape routes. At least once in every twelve months the validity of the agreed procedures should be tested by carrying out an evacuation drill.

CHAPTER 6: **FIRE NO-t-ICES AND OTHER INFORMATION FOR GUESTS**

6.1 The action which guests take in the event of a fire will depend largely on the advice and information which they have been given in advance.

6.2 In the majority of premises the most effective way of giving such advice to guests is a notice with clear instructions describing the alarm signal and the action to be taken if it is sounded. This notice, which can incorporate a simple plan, should be displayed in a conspicuous position, such as on the wall or the-inside of the door in each guest room. The plan should not be elaborate, but should indicate the route or routes to a place of safety. Where appropriate, a translation into other languages should be provided (see example opposite). The notice should be laminated or framed to reduce the risk of loss or defacement. In hotels which require a fire certificate the wording of the fire notice may be detailed in the certificate.

6.3 Further information can be in the form of a hand-out given to guests when they register, or on a key fob; in small establishments, it may be a notice on the wall in the reception area. Such a notice should be suited to the particular premises, but could include the following:–

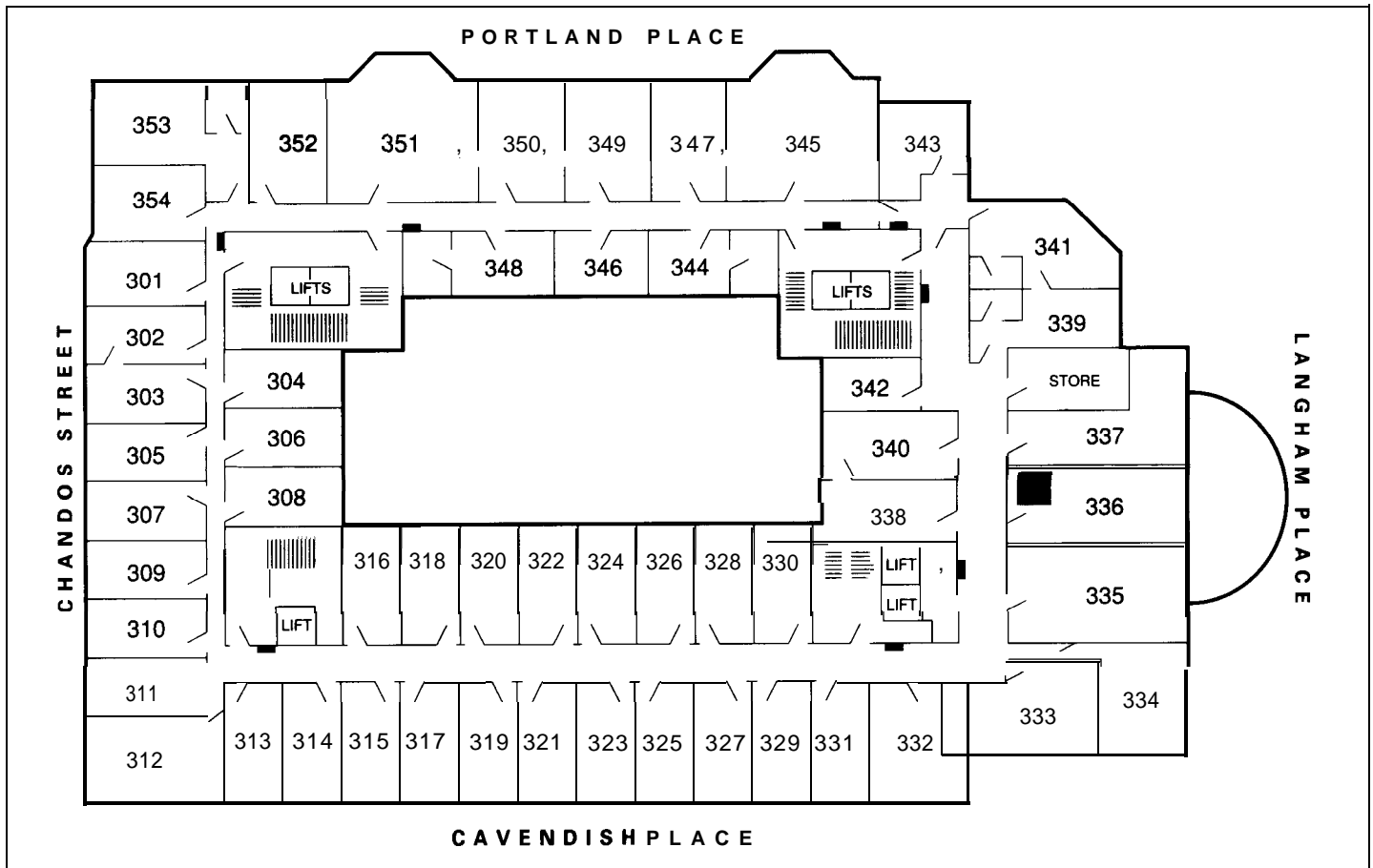
When you reach your room:

- familiarise yourself with the fire exits and the location of fire alarm call points or other means for giving warning in case of fire;
- . be careful with smoking materials.

Outside your room:

- take note of the location of fire exits wherever you are in the building.

6.4 Where hotel bedrooms provide a telephone with facilities for guests to dial 999 direct, the manager should ensure that guests' attention is drawn to the need to follow the fire procedure set out on the fire instruction notice displayed in the



Exit
 Fire Alarm Operating Point Break Glass
 You Are Here

IF YOU DISCOVER A FIRE

Raise the Alarm at once by Breaking the Glass of the nearest Fire Alarm Break Glass Point.

ON HEARING THE ALARM

Leave the building at once, quickly and calmly by the nearest available route. Escape Routes are indicated by Green Signs. Proceed to the Assembly Point in Cavendish Square.

IMPORTANT POINTS TO REMEMBER

Familiarize yourself with the building Floor Plan above.
 DO NOT stop to collect personal belongings.
 DO NOT run.
 DO NOT use the lifts.
 DO NOT open a door if you suspect that there is a fire on the other side
 Guests with any disability, likely to affect their own safety should inform reception immediately.
 DO NOT re-enter the building until advised to do so by Hotel Management.

Salida
 Alarma Contra Incendios
 Vd. Está Aquí

SI DESCUBRE VD. UN FUEGO

Dispare la Alarma inmediatamente rompiendo el Cristal del Punto de Alarma contra incendios más cercano.

AL ESCUCHAR LA ALARMA

Abandone el edificio inmediatamente rápida y tranquilamente por la salida más cercana. Las Salidas de Emergencia están señalizadas en verde. Dirijase al Punto de Reunión en Cavendish Square.

PUNTOS IMPORTANTES QUE DEBE RECORDAR

Familiarícese con el plano del edificio indicado arriba.
 NO se detenga a recoger objetos personales.
 NO corra.
 NO use los ascensores.
 NO abra la puerta si cree que hay fuego al otro lado.
 Los clientes con alguna incapacidad que pueda afectar a su propia seguridad, deben informarlo inmediatamente a la Recepción.
 NO vuelva a entrar en el edificio hasta que se lo indique la dirección del hotel.

Sortie
 Poste Avertisseur D'Incendie (Briser La Verre)
 Vous Etes Ici

SI VOUS DÉCOUVREZ UN INCENDIE

Donnez l'alarme immédiatement en brisant le verre du poste avertisseur d'incendie le plus proche.

DÈS QUE VOUS ENTENDEZ L'AVERTISSEUR D'INCENDIE

Quittez le bâtiment immédiatement, rapidement et calmement par la voie disponible la plus proche. Les voies de sortie sont indiquées par des signes verts. Dirigez-vous vers le point de rassemblement, Cavendish Square.

POINTS IMPORTANTS

Familiarisez-vous avec le plan de l'étage ci-dessus.
 NE VOUS ATTARDEZ pas à rassembler vos effets personnels.
 NE COUREZ pas.
 NE PRENEZ PAS l'ascenseur.
 N'OUVREZ AUCUNE PORTE derrière laquelle vous soupçonnez qu'il y a le feu.
 Les hôtes ayant un quelconque handicap susceptible d'affecter leur sécurité sont priés d'en informer immédiatement la Réception.
 NE RETOURNEZ PAS dans l'immeuble tant que la Direction de l'Hôtel n'en n'aura pas donné l'autorisation.

出口
 火災報知器 ガラス破壊点
 現在位置

火災を発見したら

直ちに、最寄りの火災報知器のガラスを破壊して警報を発して下さい。

火災警報を聞いたなら

直ちに、手近の通路に沿って敏速かつ冷静に建物を離れて下さい。避難経路は緑色標識で標示されています。
 Cavendish Squareの集合場所へ向かって下さい。

守っていただく重要事項

上記フロア平面図をよく確認して下さい。
 身の回り品を持ち出そうとして手間取ったりしないで下さい。
 走らないで下さい。
 エレベーターを使用しないで下さい。
 ドアの向こうに火の手を察したら、ドアを開けないで下さい。

身の安全に不安のある身体障害者の方は、直ちに受付にお申し出下さい。
 ホテルの責任者から指示が出るまで、ホテルには入らないで下さい。

room. The instructions should ensure that, in the event of a guest discovering a fire, he or she should raise the alarm within the hotel and then make their way out of the building to the place of assembly.

6.5 Similarly, as mobile or portable telephones are now in common use, managers should make sure that guests' attention is drawn to the need, in the event of fire, to follow the fire procedure for the premises.

Child minding

6.6 Where a hotel advertises a service of baby/child minding or a listening/patrolling service, it is important that in any evacuation of the premises management ensure that any children, who are being looked after by a member of staff, are also safely evacuated.

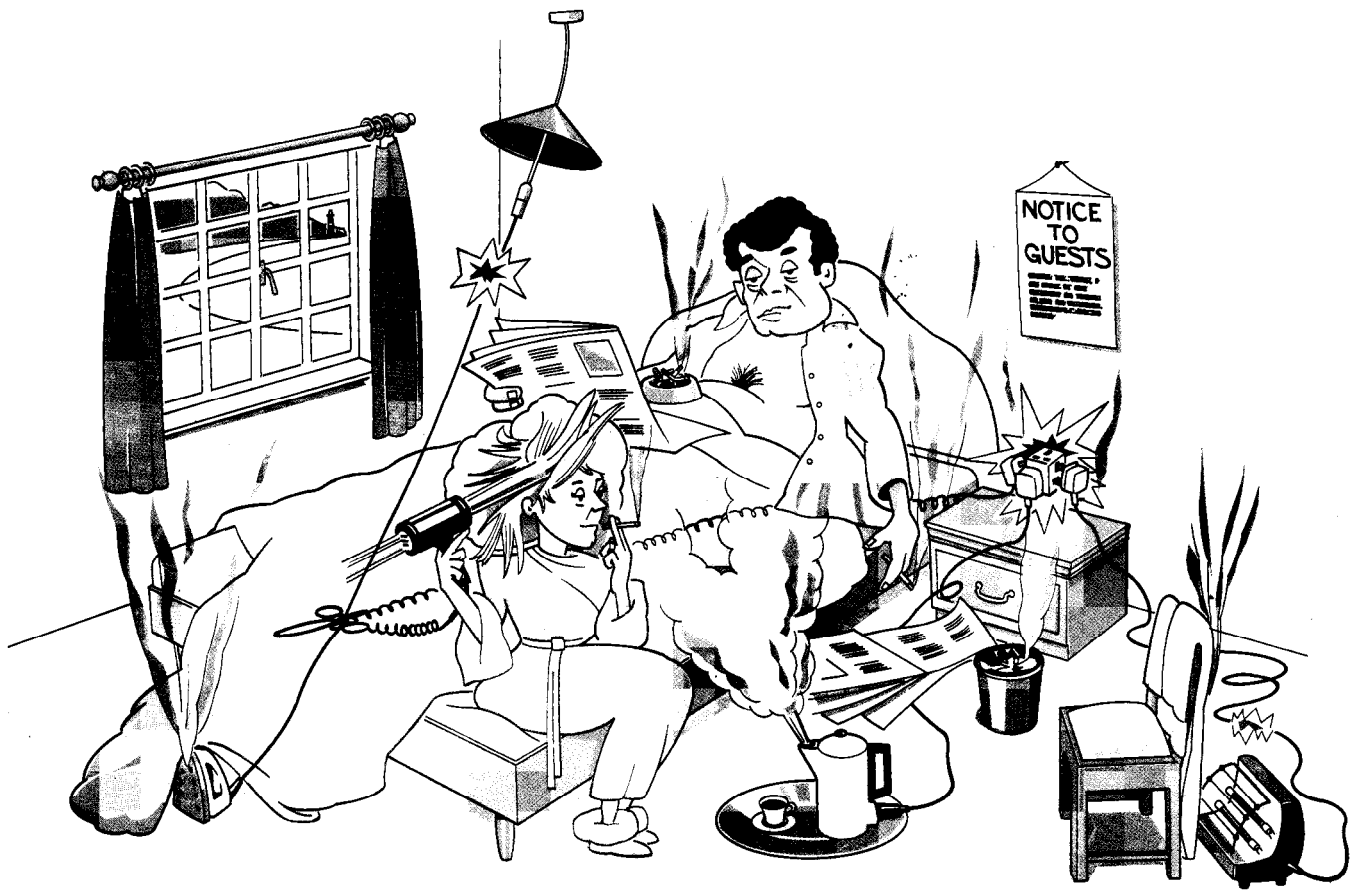
CHAPTER 7: GOOD HOUSEKEEPING AND THE PREVENTION OF FIRE

7.1 Good housekeeping and sensible fire precautions will reduce the possibility of a fire occurring. Poor housekeeping, carelessness and neglect not only make the outbreak of a fire more likely but will inevitably allow a fire to spread more rapidly.

7.2 Common causes of fire include:

- faulty electrical wiring and plugs and sockets which are in poor condition, overloaded or inadequately protected by fuses or other devices;
- electrical equipment left switched on when not in use (unless it is designed to be permanently connected);
- careless disposal of cigarettes, the contents of pipes, or matches;
- accumulation of rubbish, paper or other materials that can easily catch fire;
- combustible material left close to sources of heat;
- misuse of portable heaters;
- obstruction to the ventilation of heaters, machinery or office equipment;
- inadequate supervision of cooking activities; and
- carelessness by contractors.

7.3 Statistics show that most fires in hotels and boarding houses occur in bedrooms or kitchens. Fires can also start in restaurants, lounges and unoccupied areas such as store rooms. More than a third of hotel and boarding house fires are caused by the misuse of cooking appliances. The careless disposal of cigarettes and other hot substances is another main cause of accidental fires.



7.4 Managers should examine the premises in order to identify any potential fire risks. A plan of fire precautionary measures should be drawn up to include the following:-

(a) Electrical installations

Electrical installations should be inspected at least once a year by a competent person.

(b) Electrical equipment

Staff should be instructed in the correct use of electrical equipment; in the recognition of faults and in how to report faults to the management. All repairs should be carried out by a qualified electrician.

Where kettles are provided in guest rooms, staff should make sure that they are filled and left unplugged when the room is serviced. The use of multiple adaptors in electrical socket outlets should be avoided.

Notices should be displayed explaining how electrical equipment should be used.

In laundry rooms, indicator warning lights and heat resisting stands should be provided for irons. Driers should be kept clear of fluff.

In workshops there should be suitable stands and indicator warning lights for soldering irons and any other equipment used for 'hot work' (see e)).

(c) Smoking and the provision of ashtrays

Smoking is one of the main causes of fire. Managers should therefore ensure that, in areas where smoking is permitted, staff and guests have a plentiful supply of ashtrays and that these are emptied regularly, especially last thing at night. Ashtrays should not be emptied into containers which can burn; nor should their contents be disposed of with general rubbish. Smoking should be banned in store rooms, kitchens, linen rooms and other utility areas.

(d) Kitchens

Misuse of grill trays, frying pans and deep fat frying equipment causes fires. Staff should be instructed in the correct use of equipment and how fires, if they do occur, should be extinguished. The following guidelines should be observed:-

- suitable extinguishers and fire blankets should be readily available;
- fat should not be overheated. Thermostats should be regularly inspected and maintained;
- wet chips or other wet food should not be put into hot oil as this causes spitting;
- grilling and frying equipment should never be left unattended when in use;
- pans and fryers should be provided with lids which fit;
- extraction hoods, grease traps and filters should be kept clean and should be regularly inspected and maintained; and
- the extract ductwork for pans and fryers should be independent of any other ductwork and should not be obstructed.



Main electrical switches and gas stopcocks in a kitchen should be positioned on an exit route. They should be clearly labelled and staff should be trained in their use. Switches designed to isolate the extraction fans, in order to prevent flames spreading through extraction systems, should be similarly located. Extraction fans should normally be linked into a fire detection system so that the fans are automatically closed down in the event of fire.

(e) Building and maintenance work

Many serious fires occur during building work. Any building, decorating or maintenance work should therefore be closely supervised. In larger premises a hot work permit system should be instituted. Any location where hot work (such as welding or using a blow torch) is to take place should be examined to ensure that all combustible material has either been removed or has been suitably protected against heat and sparks. Suitable extinguishers should be readily available. Contractors should have the nearest fire alarm and telephone pointed out to them, be instructed to keep exit routes free from obstruction and told of the action they should take in the event of fire.

Any areas where hot work is undertaken should be inspected about 30 minutes after the work is completed, and again 30 minutes later to ensure that materials are not smouldering.

Hazardous substances such as flammable cleaning materials and paints should be securely stored in a well ventilated area and when not in use kept separate from other materials. Gas cylinders should be stored securely outside the premises.

Managers should ensure that their reception staff are aware of the number of outside workers on the premises, their location and the nature of the work they are undertaking.

At the end of the working day a check should be made to ensure that all equipment and combustible material is safe and that no fires can start accidentally.

(f) Waste paper and other combustible rubbish

Rubbish should not be stored, even as a temporary measure, in escape corridors, stairways or lobbies. All rubbish should be removed at least daily and stored clear of the building in a non-combustible container with a lid. Accumulations of waste should be avoided. Waste bins provided in guest rooms should be made of metal.

(g) Liquefied petroleum gas (LPG)

LPG cylinders, including gas cartridges in restaurant equipment, should not be used on the premises without first consulting the fire brigade.

(h) Floor Coverings, Furniture, Furnishings, Beds and Bedding

As the fibre and cellular foam fillings in most upholstered furniture and beds are easily ignited by cigarettes and matches staff should check regularly to ensure that there are no tears or rips which have resulted in the filling material being exposed.

When refurbishment or replacement of floor coverings, curtains and drapes, furniture and furnishings, beds and bedding takes place, managers should ensure that the materials chosen conform to the relevant British Standard (see page 24). This is especially important in the case of beds and bedding as despite many warnings to the contrary, people do smoke in bed.

In smaller premises (eg those which do not require a fire certificate) the furniture used will often meet the current requirements for domestic furniture. But it should be noted that its resistance to ignition is likely to be less than that designed for commercial use.

(i) Unoccupied areas

Parts of the premises which are not normally occupied, such as

attic or basement rooms, store rooms and cupboards (especially those situated under a stairway and those areas where a fire could grow unnoticed) should be regularly inspected and cleared of non-essential combustible materials. Care should also be taken to protect these areas against unauthorised entry. Rooms and doors not for public use should be marked 'Private' and kept locked.

British Standards:

1. Furniture and Furnishings. These should conform to British Standard 5852 – ignition source 0 (cigarette test) and ignition source 5 (timber crib test).

Notes:

(1) There could be an area within a hotel, such as a basement used for discos, etc, where an increased performance criteria such as ignition source 7, instead of ignition source 5, could be justified.

(2) These standards for furniture may be subject to amendment in the light of proposed European legislation on furniture.

2. Floor coverings. These should be of a kind tested to British Standard 4790 and classified as low radius of fire spread in accordance with British Standard 5287.

3. Beds and Bedding. These should be of a kind tested to British Standard 6807: Section three where the composite of bed and bedding can be controlled, and Section two (applicable only to the bed) where the composite cannot be controlled. In either case, the product (the composite or the bed alone) should resist ignition sources 0, 1 and 5.

4. Curtains and Drapes. These should conform to British Standard 5867, both surface and edge ignition, and be classified as fabric type B.

Check list

7.5 Although fire precautions are mainly commonsense, staff need to know what to look for.

The manager should therefore draw up a check list to ensure that:

- (a) the fire fighting equipment is in order, unobstructed and in place;
- (b) there are no obstructions, apparent defects or damage to fire alarm call points, fire detectors or alarm sounders;
- (c) the means of escape are well signposted and kept clear of obstruction at all times;
- (d) all internal fire doors are clearly labelled and any self-closing devices are kept in working order; and that all fire exit doors can be easily and immediately opened from the inside without the use of a key;
- (e) all electrical equipment is fitted with fuses of the correct size and type, and that lengths of flexible cable are kept to the minimum; that cables are run only where damage is unlikely and never under floor coverings or through doorways;
- (f) material which could readily catch fire is not left near to a source of heat;
- (g) there are adequate facilities for the disposal of smoking materials;
- (h) all furnishings are in good condition;
- (i) there is no accumulation of rubbish, waste paper or other materials which could catch fire (such a check is particularly important when part of the premises has been used for a seminar or exhibition);
- (j) decorative materials used at festive or social gatherings are not readily ignitable; that decorations are not attached to lights or heaters, and that they do not obscure fire safety notices and emergency lighting;
- (k) heating appliances are fixed in position at a safe distance from any combustible materials and are adequately guarded; and
- (l) open fires are protected with fixed guards to prevent the risk of sparks igniting materials in the close vicinity.

Note: If the premises have a fire certificate (a), (b), (c) and (d) will be included on the fire certificate.

7.6 It is important that at the end of the *day's activities* a full check is made of the premises to make sure that:-


- all fire doors are closed, including those held open during the day by automatic door release units;
- electrical equipment not in use is unplugged; and
- smoking materials are not left smouldering;
- open fires are not left unguarded.

FIRE PREVENTION

The consequences of a fire are never trivial and often very serious. It is essential that everyone does their best to prevent fires, and in the event of a fire knows what action to take.

Preventing fires

- **Keep** all areas clear of rubbish and waste, particularly storerooms, boiler and other plant rooms, and under staircases
- **Check** electrical equipment
 - Always use ashtrays
 - When work stops
 - switch off all equipment
 - check that all equipment for use overnight is safe
 - ensure that no cigarettes are left smouldering
 - Close fire doors



- Fire extinguishers are available in readily accessible places throughout the premises. Ensure that you know how to use them and what fires it is safe to use them on
- **Familiarize** yourself with the best escape route from your workstation so that in the event of an emergency you are able to lead yourself to safety

7.7 Staff should be encouraged to bring any potential fire risk to the attention of management.

CHAPTER 8: KNOW YOUR STAFF AND GUESTS

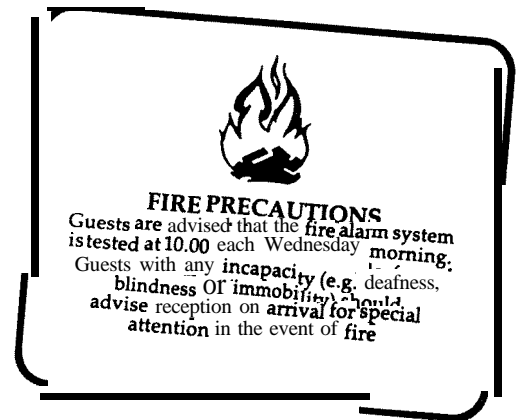
8.1 It is essential to identify the special needs of disabled people – both staff and guests – when planning the fire procedure for the premises.

The less able-bodied

8.2 If people use wheelchairs, or can move about only with the aid of a stick or crutches, their disability is obvious. However, disabilities are less obvious for people who have had strokes or heart attacks, those who are arthritic or epileptic, and those with poor sight or hearing. There are also many people, such as those with broken limbs and other injuries, and women in the late stages of pregnancy whose condition affects their mobility. Elderly people and young children may also require special consideration.

8.3 When guests register it is important to identify, as far as is practical, whether they are disabled or require special assistance. This should be recorded in the register so that members of staff who may be involved with evacuation of guests are aware of the likely location of the guest and the nature of the disability. Where practicable, consideration should be given as to whether special procedures should be adopted to accommodate the disability of a guest. For example, a person with impaired vision should be advised verbally about the procedures to be followed in the event of a fire.

8.4 If members of staff have disabilities or sensory impairments the fire routine should be developed in conjunction with the staff involved, taking their disabilities into account.



Wheelchair users and people with impaired mobility

8.5 In drawing up an evacuation plan for the premises, management should consider how wheelchair users and people with impaired mobility (both guests and staff) can be assisted. Lifts should not be used in the event of a fire unless they are specially designed for the evacuation of the disabled as described in British Standard 5588: Part 8. Where stairs need to be negotiated and there is a likelihood that guests (or members of staff) may have to be carried, management should consider training able-bodied members of staff in the correct methods of doing so.



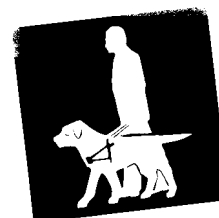
Advice on lifting and carrying disabled people may be obtained from the fire brigade, the ambulance service, the British Red Cross Society, the St John Ambulance Brigade, the St Andrew's Ambulance Association or certain of the access or disability organisations listed in Appendix C.

People with impaired vision

8.6 The type and location of fire safety signs may be specified in a fire certificate (where applicable) but in all cases the signs should be sited so that they are easily seen and are readily distinguishable. Advice may be obtained about the siting, of notices from the Royal National Institute for the Blind or the National Federation of the Blind of the United Kingdom.



8.7 Management should ensure that any staff with impaired vision familiarise themselves with escape routes, especially those which are not in general use. Certain members of staff should be given the specific duty of monitoring the exit routes to ensure that any guests with impaired vision are guided along the escape routes and are not abandoned after leaving the building but led to a place of safety. In an evacuation of the building it is recommended that a sighted person should lead, inviting the other person to grasp his or her elbow or shoulder lightly, as this will enable the person being assisted to walk half a step behind and thereby gain information about doors and steps, etc. A normally sighted member of staff should remain with guests until the emergency is over.



People with impaired hearing

8.8 Although people with impaired hearing may experience difficulty in hearing a fire alarm they may not be completely insensitive to sound. Many people with a severe impairment may have a sufficiently clear perception of some types of conventional audible alarm signals to require no special provision. Managers should, however, ensure that where a member of staff does have difficulty, a colleague is given the responsibility of alerting the individual concerned. Managers should ensure that any guest with a hearing impairment is separately contacted in the event of fire. Specialist equipment is also available to assist these guests when they are either awake or asleep in their bedrooms. Advice may also be sought from the Royal National Institute for the Deaf (see Appendix C) .



Assisting people with mental or physical handicaps

8.9 Managers should ensure that any mentally or physically handicapped staff or guests are adequately supervised and reassured in the event of a fire and led to a place of safety. They should not be left unattended.

Sources of further advice

8.10 Comprehensive advice on the provision of means of escape for disabled people is contained in British Standard 5588: Part 8. Further advice may be obtained from the fire brigade and advice is also contained in “Tourism for All: Providing Accessible Accommodation” which can be obtained from the Tourist Boards.

8.11 Names and addresses of organisations representing disabled and sensory impaired people can be found in Yellow Pages. For convenience, some of the principal organisations concerned are listed in Appendix C.

CHAPTER 9: FIRE WARNING SYSTEMS

9.1 All premises should have a means for giving warning in the event of fire. In all but the smallest of ground floor premises this warning should normally be provided by an electrically operated fire warning system* incorporating manually operated call points.



9.2 In premises which require a fire certificate the means for giving warning will be specified in the certificate. Other than in premises comprising only a ground floor the general principle will be that automatic fire detectors should be incorporated into any fire warning system.

9.3 In older premises -where the structure does not provide a high degree of fire resistance and the risk of rapid fire spread is greater – automatic detectors should be provided in high risk areas (kitchens, boiler rooms etc.); common areas; public rooms (bars, restaurants) and bedrooms.

9.4 The fire warning system should be suitable for the premises and readily recognised as such by both staff and guests. As guests will not react to a fire alarm as quickly as trained staff it is good practice to supplement the warning system by means of a public address system. This can provide specific messages about the emergency and the action to be taken. Messages should be clear and suitable texts should be prepared in advance.

9.5 The fire warning system should be tested regularly. A record should be made in the fire log-book of the test, any defects found and the remedial action taken.

9.6 Advice on fire warning systems may be obtained from the fire brigade.

* An electrically operated fire warning system should conform to British Standard 5839: Part 1.

CHAPTER 10: MEANS FOR FIGHTING FIRE

10.1 All premises should be provided with means for fighting fire. In premises which require a fire certificate, the type of equipment and the places where it is to be provided will be specified in the certificate.



10.2 For premises not required to have a fire certificate there should be suitable fire fighting equipment in order to deal with the different fire risks. Each extinguisher should be clearly labelled with its method of operation.

10.3 Staff should know where the extinguishers or hose reels are sited, be trained in their correct method of operation, know which equipment is appropriate for a particular fire and when it is safe to use it.

10.4 It is advisable to purchase portable extinguishers that carry the BSI kitemark or have the British Approvals for Fire Equipment (BAFE) or Loss Prevention Council (LPC) mark. The scale of the provision of extinguishers should be determined by the nature of the risk and the floor area. As a guide, at least one 9 litre water extinguisher or equivalent should be provided per 200m² of floor space, with a minimum of two extinguishers on each floor.

10.5 Extinguishers should be located in conspicuous positions on brackets or stands preferably near an exit or escape route. It should not be necessary to travel more than 30m from the site of a fire to reach an extinguisher.

10.6 Fire fighting equipment should be regularly maintained and this should be entrusted to a company which is either approved by BAFE or is a member of a recognised trade association. A record should be made in the fire log-book of any maintenance carried out including a note of any defects found and the remedial action taken. Fire fighting equipment which has been used should be serviced and replaced in its correct position as soon as possible, preferably from stocks held on site.

10.7 Guidance on the different types of extinguisher* is given in Appendix B.

10.8 Automatic sprinkler systems should be considered for new hotels and boarding houses and those which are refurbished.

* Fire extinguishers should comply with British Standard 5423 and should be provided and maintained in accordance with British Standard 5306 : Part 3.

CHAPTER 11: EMERGENCY LIGHTING

11.1 All premises should have a system of emergency lighting* which will illuminate the public areas and escape routes if the normal lighting fails.

11.2 In premises which require a fire certificate, the details of the emergency lighting – its type, duration and the areas it covers, will be specified in the fire certificate.

11.3 For premises not required, to have a fire certificate there should still be a simple form of emergency lighting. This may take the form of a self contained unit or units which will operate automatically in the event of the failure of a mains or lighting sub circuit; or in smaller premises, hand lamps or torches placed in suitable positions throughout the premises.

11.4 Where portable equipment is provided, staff should know where it is located and how it operates. All batteries should be regularly checked and batteries recharged or replaced as necessary with the details entered also in the log-book. Spare batteries for hand torches should be kept available on the premises.

* Emergency Lighting Systems should be installed and tested in accordance with the procedure detailed in British Standard 5266: Part I.

CHAPTER 12: ADDITIONAL INFORMATION

12.1 Further information, on any of the matters discussed in this Guide may be obtained from the fire brigade or the Fire Protection Association.

12.2 The fire brigade is also responsible for the enforcement of the relevant provisions of the Fire Precautions Act 1971 on behalf of the fire authority for the area in which the premises are situated. If the premises are owned or occupied by the Crown, different arrangements apply (see Chapter 13).

12.3 Staff training and additional advice and information, particularly regarding insurers' requirements and fire detection and alarm systems, is available from the Fire Protection Association.

12.4 Insurance companies may require a fire detection and alarm system or recommend that other fire safety equipment such as sprinklers be provided. Installation and maintenance of equipment required by insurers should be carried out by installers approved by the Loss Prevention Council. (The Fire Protection Association is one of the constituent bodies of the Loss Prevention Council).

12.5 Before work is undertaken to convert an existing building for use as a hotel or boarding house it is prudent to consult the insurers, in addition to the fire brigade and planning/building control authorities for the area (see paragraph 15 of Appendix A).

CHAPTER 13: PREMISES OWNED OR OCCUPIED BY THE CROWN

13.1 The responsibility for the enforcement of the Fire Precautions Act 1971 in respect of hotels and boarding houses which are owned or occupied by the Crown rests not with fire authorities but with Fire Inspectors from HM Fire Service Inspectorate.

13.2 Enquiries about the application of the 1971 Act to Crown owned or Crown occupied hotels and boarding houses, application for a fire certificate (see Appendix A) and notification of proposals to change the use of or make alterations to Crown premises which require a fire certificate should be addressed, in England and Wales, to:

HM Inspector of Fire Services
Home Office
White Rose Court
WOKING
SURREY GU22 7LG

and in Scotland to:

HM Inspector of Fire Services
The Scottish Office
Home and Health Department
St Andrew's House
EDINBURGH EH1 3DE

FIRE CERTIFICATES

The law

1. In Great Britain, the Fire Precautions Act 1971 (as amended) is the principal instrument of control of fire precautions in occupied buildings. The Act is concerned with the protection of life in the event of fire and provides for fire certificates to be issued in respect of premises put to a use designated by order of the Secretary of State.

2. The provisions of the Fire Precautions Act 1971 are applied to hotels and boarding houses:

- (a) in England and Wales – by the Fire Precautions (Hotels and Boarding Houses) Order 1972 and
- (b) in Scotland – by the Fire Precautions (Hotels and Boarding Houses) (Scotland) Order 1972.

3. In Northern Ireland fire safety provisions for hotels and boarding houses are prescribed under the Fire Services (Hotels and Boarding Houses) Order (Northern Ireland) 1985. There are separate arrangements for controlling fire safety in Jersey, Guernsey and the Isle of Man.

Premises which require a fire certificate

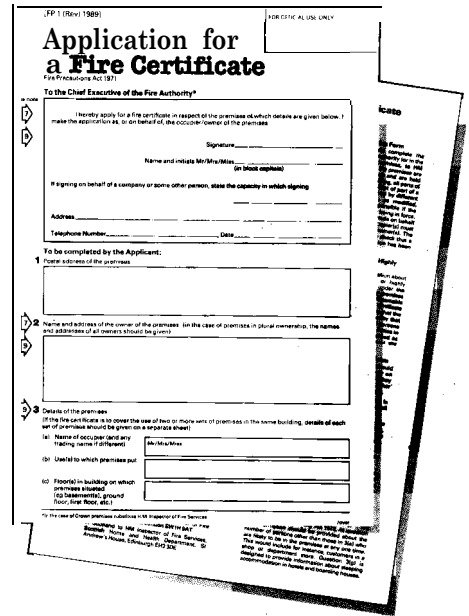
4. The law for England and Wales, Scotland and Northern Ireland* is similar. It applies to those premises which are used for providing, in the course of carrying on the business of a hotel or boarding house keeper, sleeping accommodation for staff or sleeping, dining-room, drawing-room, ball-room or other accommodation for guests provided that:

- (a) sleeping accommodation is provided in those premises for more than six persons being staff or guests; or
- (b) some sleeping accommodation is provided for staff or guests on any floor above the first floor; or
- (c) some sleeping accommodation is provided for staff or guests below the ground floor.

* The Northern Ireland Order has variations in wording but (a), (b) and (c) apply. The advice which follows is, however, based on the law relating to England, Wales, and Scotland.

How to apply for a fire certificate

5. To apply for a fire certificate the applicant must obtain a form FP1 (Rev) from the local fire authority, complete it and return it to the fire authority. It is an offence to use premises for which a fire certificate is required unless the application has been made and a certificate has not been refused.



Note: In the case of premises owned or occupied by the Crown, a fire certificate is still required but the responsibilities of the fire authority are exercised by a fire inspector from HM Fire Service Inspectorate (for further information see Chapter 13 of this guide).

What happens next?

6. Where an application is made for a fire certificate and pending its disposal, the law (section 5(2A) of the Fire Precautions Act 1971) requires the occupier to secure that:

- (a) the means of escape in case of fire with which the premises are provided can be safely and effectively used at all material times;
- (b) the means for fighting fire with which the premises are provided are maintained in efficient working order; and
- (c) any persons employed to work in the premises receive instruction or training in what to do in case of fire.

7. In respect of (a) this means that escape routes should be maintained clear of obstruction and be properly signposted, that fire doors should be self-closing and maintained in that way and kept closed except when people are passing through them, and exits should be unlocked or secured so that they can be easily and immediately opened from the inside whenever people are present. There should be an unobstructed route beyond the exits from the premises to a place of safety.

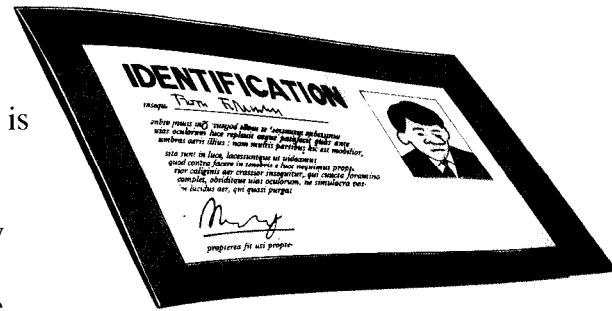
Action by the fire authority

8. When the fire authority have received the application form, they may require the applicant to provide further information, such as plans of the premises.

9. When the fire authority have received all the necessary information they will make arrangements for the premises to be inspected.

Identification of fire officers

10. All fire brigade officers and other officials appointed as inspecting officers are issued with a form of identity. There is no national standard identity document but all forms of identity should state the name of the bearer, and normally specify the legislation under which the officer is empowered to act. The document will be signed either by the Chief Fire Officer (in Scotland, the Firemaster) or the Chief Executive of the fire authority.



11. If, despite the production of an identity document, there is a doubt as to whether the person is a bona-fide fire brigade officer, a check should be made with the fire brigade for the area before the officer is allowed on to the premises.

The role of the inspecting officer

12. Inspecting officers are empowered to inspect all parts of the premises, to establish whether the fire precautions are satisfactory. In the case of those parts of the premises used as private accommodation occupiers have the right to insist on 24 hours notice in writing of the intended inspection. However, where an inspecting officer has reason to believe that dangerous conditions exist any necessary enquiries can be made and the officer must be provided with appropriate assistance and facilities. It is an offence intentionally- to obstruct officers in the performance of their duties.

Confidentiality

13. The Fire Precautions Act 1971 places a restriction on inspecting officers on the extent to which they may disclose any information that is obtained whilst on the premises. Information can be disclosed in the performance of their duties or for the purposes of legal proceedings or arbitration or to an authority responsible for the enforcement of legislation relating to health and safety at work.

Issuing a fire certificate

14. If, after receiving the inspecting officer's report, the fire authority are satisfied that the means of escape, the means for ensuring that they can be safely and effectively used at all material times, and the fire fighting equipment and fire alarm(s) are acceptable, a fire certificate will be issued.

What happens if something is not acceptable

15. If the fire authority are not satisfied about the fire precautions in the premises, they will write and tell the applicant of the steps which they require to be taken. The applicant will be given a specific period within which the work must be completed. Additional time may be granted at the discretion of the fire authority.

Note: It may be necessary for the applicant to obtain the approval of the planning/building control authorities before implementing any structural works required by the fire authority.

16. If at the end of the period allowed, the fire authority are satisfied that the fire precautions are adequate, arrangements will be made for a fire certificate to be issued.

17. If, on the other hand, the fire authority are not satisfied with the action which has been taken to upgrade the fire precautions and are thus not able to issue a fire certificate, then a fire certificate is deemed to have been refused.

18. The fire authority will normally issue a formal notice of refusal of a fire certificate and inform the applicant of the right of appeal against the refusal. An appeal must be brought within 21 days from the date on which the notice of refusal is served on the applicant. An offence is committed if the premises are put to the use specified in the application when a certificate has been refused, and the applicant can be prosecuted.

19. The requirements of the fire authority must be reasonable and there is a right of appeal to a magistrates' court (or in Scotland, to the Sheriff) against decisions of the fire authority. In the case of a notice of steps to be taken the time for appeal runs from the date of service of the notice; and in the case of requirements in a fire certificate the time runs from the date of service of the certificate.

Contents of a fire certificate

20. Every fire certificate issued with respect to any premises shall specify:

- (a) the particular use or uses of the premises which the certificate covers; and
- (b) the means of escape in case of fire with which the premises are provided; and
- (c) the means (other than means for fighting fire) with which the relevant building is provided for securing that the means of escape with which the premises are provided can be safely and effectively used at all material times; and
- (d) the type, number and location of the means for fighting fire (whether in the premises or affecting the means of escape) with which the relevant building is provided; and
- (e) the type, number and location of the means with which the relevant building is provided for giving to persons in the premises warning in case of fire, and may, where appropriate, do so by means of, or by reference to, a plan.

21. A fire certificate issued with respect to any premises may impose such requirements as the fire authority consider appropriate in the circumstances:

- (a) for securing that the means of escape in case of fire with which the premises are provided are properly maintained and kept free from obstruction;
- (b) for securing that the means with which the relevant building is provided as mentioned in (c) to (e) in paragraph 20 are properly maintained;
- (c) for securing that persons employed to work in the premises receive appropriate instruction or training in what to do in case of fire, and that records are kept of instruction or training given for that purpose;
- (d) for limiting the number of persons who may be in the premises at any one time; and
- (e) as to other precautions to be observed in the relevant building in relation to the risk, in case of fire, to persons in the premises.

22. It is an offence to contravene or fail to comply with any requirement of a fire certificate.

Where the fire certificate should be kept

23. The fire certificate is not personal to the applicant or the occupier. It must be kept on the premises to which it relates and should be made available for reference or inspection.

Charges for issuing and amending fire certificates

24. The fire authority may charge a reasonable fee for issuing or amending a fire certificate but no fee is charged for the inspection itself.

Change of use of premises

25. If the premises already have a fire certificate but the occupier wishes to change or add to the use(s) of the premises, the fire authority must be informed of the proposal before this change takes place.

Changes of conditions and alterations to premises having a fire certificate

26. The fire authority must be informed in advance (and in writing) if it is proposed to make any material alteration to the premises. An alteration is 'material' if it would render the means of escape and related fire precautions inadequate. If there is any doubt about whether the alteration is 'material' the fire authority should be consulted. The approval of the planning/building control authority may also be required.

FIRE EXTINGUISHERS

Fires are classified in accordance with British Standard 4547 as follows:

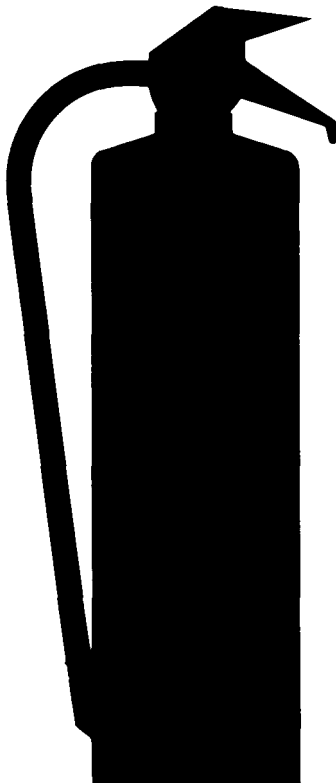
CLASS A FIRES – Fires involving ordinary combustible materials such as wood, cloth, paper. Most fires are of this class.

CLASS B FIRES – Fires involving flammable liquids or liquefiable solids such as petrol, paraffin, paints, oils, greases and fats.

CLASS C FIRES – Fires involving gases. Gaseous fires should be extinguished only by isolating the supply. Extinguishing a gas fire before the supply is cut off may cause an explosion.

CLASS D FIRES – Fires involving burning metals. These should only be dealt with, by using special extinguishers, by personnel trained in the handling of combustible metals.

WATER



RED

EXTINGUISHING ACTION

Mainly by cooling the burning material.

CLASS OF FIRE

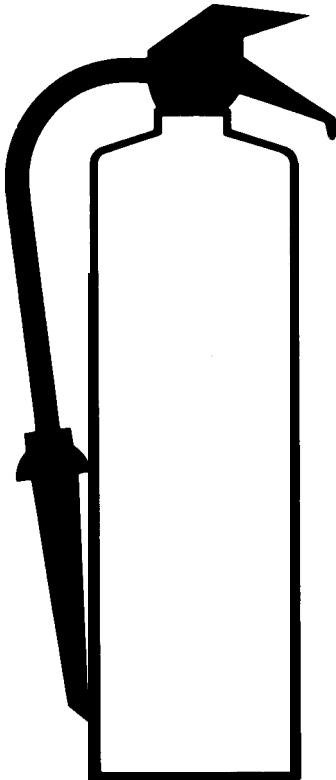
Class A

DANGER Do not use on live electrical equipment, burning fats or oils.

METHOD OF USE

The jet should be directed at the base of the flames and kept moving across the area of the fire. Any hot spots should be sought out after the main fire is out.

FOAM
(Protein P) Type



CREAM

EXTINGUISHING ACTION

Forms a blanket of foam over the surface of the burning liquid and smothers the fire.

CLASS OF FIRE.

Class B

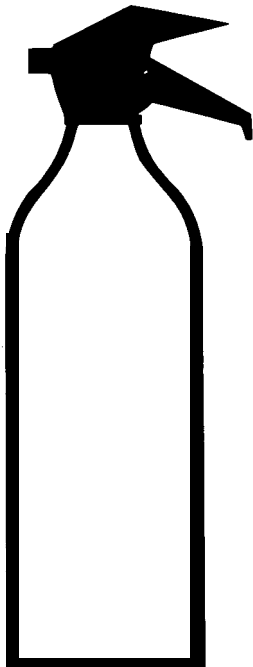
DANGER Do not use on live electrical equipment.

METHOD OF USE

The jet should not be aimed directly onto the liquid. Where the liquid on fire is in a container the jet should be directed at the edge of the container or on a nearby surface above the burning liquid. The foam should be allowed to build up so that it flows across the liquid.

Aqueous film-
forming foam (AFFF)

Film-forming Fluoro-
protein foam (FFFP) Fluoroprotein
foam (FP)



CREAM

EXTINGUISHING ACTION

Forms a fire extinguishing water film on the surface of the burning liquid. Has a cooling action with a wider extinguishing application than water on solid combustible materials.

CLASS OF FIRE

Classes A & B

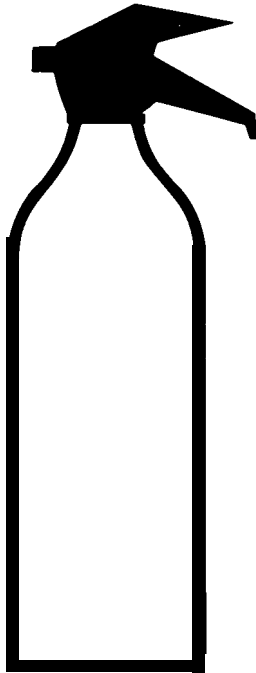
DANGER Some extinguishers of this type are not suitable for use on live electrical equipment.

METHOD OF USE

For Class A fires the directions for water extinguishers should be followed.

For Class B fires the directions for foam extinguishers should be followed.

POWDER



BLUE

EXTINGUISHING ACTION

Knocks down flames.

CLASS OF FIRE

Class B

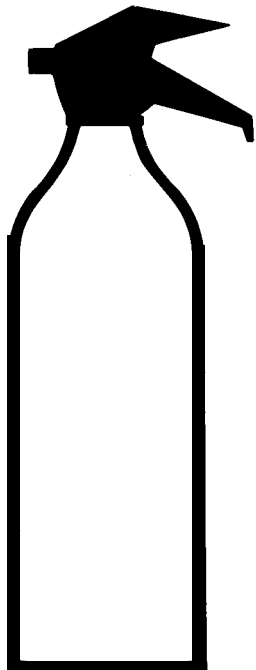
Safe on live electrical equipment although does not readily penetrate spaces inside equipment. A fire may re-ignite.

METHOD OF USE

The discharge nozzle should be directed at the base of the flames and with a rapid sweeping motion the flame should be driven towards the far edge until the flames are out. If the extinguisher has a shut-off control the air should then be allowed to clear; if the flames re-appear the procedure should be repeated.

WARNING Powder has a limited cooling effect and care should be taken to ensure the fire does not re-ignite.

POWDER (Multi- purpose)



BLUE

EXTINGUISHING ACTION

Knocks down flames and on burning solids melts down to form a skin smothering the fire. Has some cooling effect.

CLASS OF FIRE

Classes A & B

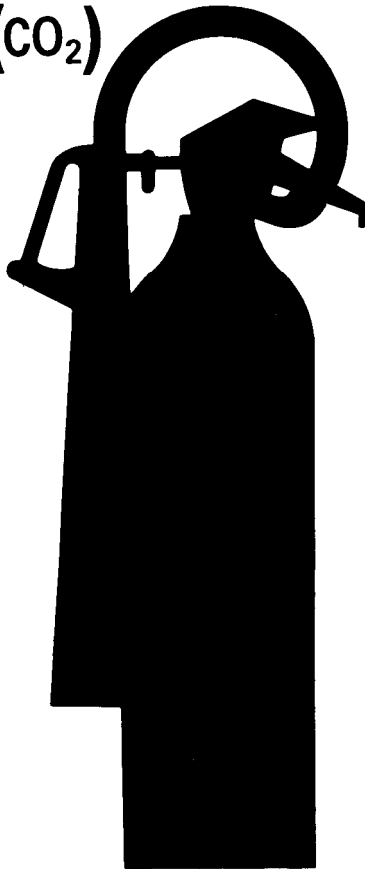
Safe on live electrical equipment although does not readily penetrate spaces inside equipment. A fire may re-ignite.

METHOD OF USE

The discharge nozzle should be directed at the base of the flames and with a rapid sweeping motion the flame should be driven towards the far edge until the flames are out. If the extinguisher has a shut-off control the air should then be allowed to clear; if the flames re-appear the procedure should be repeated.

WARNING Powder has a limited cooling effect and care should be taken to ensure the fire does not re-ignite.

CARBON DIOXIDE (CO₂)



BLACK

EXTINGUISHING ACTION

Vapourising liquid gas which smothers flames by displacement of oxygen in the air.

CLASS OF FIRE

Class B

Safe and clean to use on live electrical equipment.

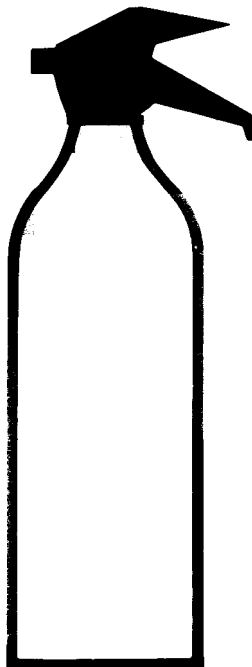
METHOD OF USE

The discharge horn should be directed at the base of the flames and the jet kept moving across the area of the fire.

WARNING CO^{*} has a limited cooling effect and care should be taken to ensure that the fire does not re-ignite.

DANGER Fumes from CO² extinguishers can be harmful to users in confined spaces. The area should therefore be ventilated as soon as the fire has been extinguished.

HALON



GREEN

EXTINGUISHING ACTION

Vapourising liquid gas giving rapid knock down by chemically inhibiting combustion.

CLASS OF FIRE

Class B

Clean and light. Can also be used on small surface burning Class A fires. Effective and safe on live electrical equipment.

NOTE For environmental reasons it is recommended that the provision of halon extinguishers should be avoided where other suitable extinguishing media is available.

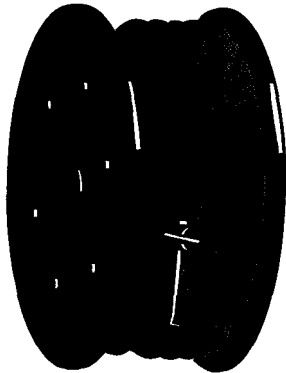
METHOD OF USE

The gas is expelled in a jet which should not be aimed into burning liquids as this risks spreading the fire. The discharge nozzle should therefore be aimed at the flames and kept moving across the area of the fire.

WARNING Halon has a limited cooling effect and care should be taken to ensure that the fire does not re-ignite.

DANGER Fumes from halon extinguishers can be harmful to users in confined spaces or if used on hot metal. The area should therefore be ventilated as soon as the fire has been extinguished.

RED



HOSE REEL

EXTINGUISHING ACTION

Mainly by cooling the burning material.

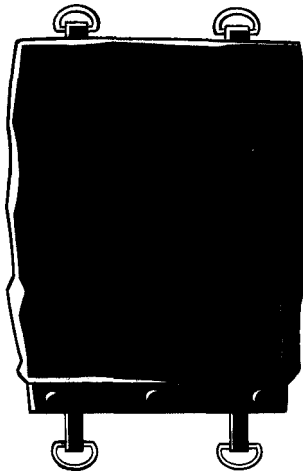
CLASS OF FIRE

Class A

DANGER Do not use on live electrical equipment.

METHOD OF USE

The jet should be aimed at the base of the flames and kept moving across the area of the fire. If an isolating valve is fitted it should be opened before the hose is unreeled.



Light duty

Heavy duty

EXTINGUISHING ACTION

Smothering

CLASS OF FIRE

Classes A & B

Suitable for burning clothing and small fires involving burning liquids.

Suitable for industrial use.
Resistant to penetration by molten materials.

METHOD OF USE

The blanket should be placed carefully over the fire and the hands shielded from the fire. Care should be taken that the flames are not wafted towards the user or bystanders.

British Standard 5423 recommends that extinguishers should be (a) predominantly red with a colour coded area; (b) predominantly colour coded; or (c) of self-coloured metal with a colour coded area.

LIST OF ORGANISATIONS ABLE TO GIVE ADVICE ON FACILITIES FOR PERSONS WHO ARE DISABLED OR WHO ARE SENSORY- IMPAIRED

1. Access Committee for England, 35 Great Smith Street, London SW1P 3BJ
2. Access Committee for Wales/Cyngor Cymru I'r Anabl, Llys Ifor, Crescent Road, Caerphilly, Mid Glamorgan CF8 1XL
3. Centre for Accessible Environments, 35 Great Smith Street, London SW1P 3BJ
4. Disabled Living Foundation, 380-384 Harrow Road, London W9 2HU
5. Joint Committee on Mobility for the Disabled, 9 Moss Close, Pinner, Middlesex HA5 3AY
6. National Federation of the Blind of the United Kingdom, Unity House, Smyth Street, Westgate, Wakefield, West Yorkshire, WF11ER
7. Royal Association for Disability and Rehabilitation, 25 Mortimer Street, London W1N8AB
8. Royal National Institute for the Blind, 224 Great Portland Street, London W1N6AA/9 Viewfield Place, Stirling SK8 1NL
9. Royal National Institute for the Deaf, 105 Gower Street, London WC1E6AH/9 Clairmont Gardens, Glasgow G3 7LW
10. Scottish Council on Disability, Princes House, 5 Shandwick Place, Edinburgh EH2 4RG

CASE HISTORIES

I. Good fire precautions and planning save lives

This hotel, although extensively altered and added to, originally dated from 1737. It was built with no direct access to the rear of the premises.

A fire certificate was applied for in 1972 and on inspection the fire brigade found a number of problems:

- a single stairway led from the reception area and opened directly into two corridors at four separate floor levels.
- the means for giving warning was inadequate.
- there was no emergency lighting system.
- access to the external fire escape at the rear of the building was by a metal balcony running beneath the window in each room and the stairway led into the rear courtyard. From here the only route to the street was via the main reception lobby. The external staircase was also structurally unsafe.

Before being granted a fire certificate the owner had to:

- fully enclose the central stairway with fire resisting material and provide fire doors;
- provide a corridor by-passing the staircase at each floor level to lead to the newly-constructed exits;
- build a new external staircase;
- provide a corridor of fire resisting construction from the base of the external staircase leading to the street;
- instal a new automatic fire alarm system;
- instal a new emergency lighting system; and
- train staff in the fire procedure for the premises.

On the night of the fire the hotel was occupied by 40 staff and guests, many of whom were foreign. The hotel manager and staff were awakened at approximately 4 am by the fire alarm. As part of the planned fire procedure the manager went directly to the fire alarm panel whilst other members of staff began guiding guests to the fire exits. The manager established that the fire was located in the reception area and that the main staircase was impassable. After ensuring that the fire brigade had been called he assisted in evacuating all guests via the external staircase. On arrival 4 minutes after the time of the call the fire brigade found the last guests leaving the hotel to assemble at the prearranged location. The brigade were informed that all the occupants were safe and were able to extinguish the fire rapidly.

There is no doubt that if the fire protective measures had not been provided and maintained, and the fire procedure had not been correctly followed a large number of guests and staff would have been killed or seriously injured. In addition because the safety of the occupants had been assured the fire brigade were able to devote their efforts entirely to extinguishing the fire, thereby restricting the fire damage to a minimum.

2. Fire door left open leads to fatalities

The hotel was one of a terrace of hotels and holiday flats on the sea front with a hairdressing salon located on the ground floor. The hotel held a Fire Certificate and had an alarm and heat detector system installed. The fire escape route via the main entrance was protected by fire doors. Thin timber panelling was used extensively as decorative trims in the ground floor dining-room. The hotel was being used for accommodating people receiving DSS benefit. On the afternoon of the fire, the manager had gone out. There were thought to be nineteen people present in the hotel.

Shortly after lunch passers-by saw smoke pouring from the windows and heard shouts for help from the hotel. The fire brigade were called and neighbours put ladders up to the windows at the rear of the hotel and started to help people out. The first fire appliance arrived at the scene 4 minutes after being called. A search, rescue and fire-fighting operation began immediately. A fierce fire was burning in the dining

room, hall and vestibule. The building was fast becoming smoke-logged and smoke was affecting the adjoining hotel and holiday flats. People were rescued from upper floors via ladders and a thorough search of the smoke-filled rooms was made. Five people were located in two adjoining bedrooms on the second floor but all were found to be dead on arrival at hospital.

There was severe fire damage to the dining-room, kitchen, hall and staircase enclosure. There was also fire damage to two first floor bedrooms where fire had penetrated the ground floor ceiling. The remainder of the hotel suffered varying degrees of smoke and heat damage. The canopy of the hairdressing salon was damaged by fire and the adjoining hotel and flats were damaged by smoke and heat.

The fire started when a foam upholstered settee in the dining-room was ignited. The settee burned rapidly producing a flame high enough to ignite the thin timber covering the underside of the ceiling. The fire spread across the ceiling dropping burning embers onto the furniture below. It also penetrated the floor boards of the room above. The rapid build-up of heat shattered a window overlooking the rear of the building. The inrush of air intensified the fire. Flames and toxic smoke then spread from the dining room through the open fire door to the hall and vestibule.

The fire alarm was known to have been activated by the heat detector system. The investigating officer considered that had the fire door leading from the dining-room been closed, rather than open, there would have been sufficient time for all the occupants to escape via the staircase. The ability of a fire door to hold back a severe fire was graphically illustrated by the degree of damage to the doorway entrance to the basement staircase. This door was within one metre of the dining room and remained closed throughout the fire. There was only slight damage to a small area of the basement ceiling.