



## FIRE SAFETY POLICY STATEMENT

The following policy was agreed by the International Bible Training College (IBTC) Board of Directors/Trustees<sup>1</sup> at a meeting held on 19th May 2020

This policy will be reviewed **biennially** to monitor the progress which has been achieved.

The college is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all the college's voluntary workers ('Voluntary workers' includes all long and short term volunteers of the college), students, and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services. The college takes its fire safety duties seriously. For that reason this Fire Safety policy has been formulated to help the college comply with its legal obligations to voluntary workers and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

The college by this policy has a purpose to:

- Minimise the risk associated with fire.
- Reduce the risk of an outbreak of fire.
- Reduce the risk of the spread of fire.
- Provide a means of escape.
- Demonstrate preventative action.
- Maintain documentation and records in respect of fire safety management.

To achieve this purpose, IBTC will provide and maintain:

- a) A nominated 'Responsible Person'. At IBTC the 'Responsible Person' is the Principal.
- b) A suitable organisational structure with clarity in the roles and responsibilities each person has with regards to fire. Further detail of the responsibilities of voluntary workers and other users of the college for implementing the Fire safety policy, and the arrangements, procedures and operating standards in place, will be described in the 'Responsibilities, Arrangements and Procedures'.
- c) Suitable college-wide arrangements for:
  - Identifying fire hazards and managing risks (Risk Assessments).
  - The provision, testing and maintenance of fire detection, firefighting and emergency lighting equipment.
  - Reviewing, updating and testing the college Emergency Evacuation procedures.
  - Maintaining documents and records.
- d) Information and training to college users relevant to their roles and responsibilities in relation to Fire.

Signed: IBTC Principal,                     Eliana Whyte                     Date: 19.05.2020

Signed: IBTC Director/Trustee for H&S,           Bernard Lewis           Date: 19.05.2020

Signed: IBTC Health & Safety Officer,           Brunetto Paderi           Date: 19.05.2020

A copy of this statement is to be displayed in the college and a copy sent to each member of the Board.

Next review :- 19 May 2022

<sup>1</sup> In all the following text International Bible Training College (IBTC) is referred to as IBTC and the Board of Directors/Trustees as Board. The college's trading name is IBTI.



# FIRE SAFETY POLICY PROCEDURE

## 1. Scope / Limits

The policy is relevant to all the college's voluntary workers and students and any other persons who may work on, visit, or use its premises, or who may be affected by its activities or services.

## 2. Location of the policy

The college will ensure that the policy is available to all students and voluntary workers in the IBTC library and in the general office.

## 3. Review of the policy

The policy will be reviewed by the Management team every year or more frequently if necessary. The review and suggested amendments will be initiated by the Health and Safety Officer and submitted to the Management team. The college may make certain variations stated in this policy as it sees fit, subject to informing relevant college users and following normal principles of reasonableness and fairness.

## 4. Non-compliance

- a) All volunteer workers have legal duties under Section 7 of the Health & Safety at Work Act 1974 and Regulation 14 of the Management of Health & Safety at Work Regulations 1999, to take reasonable care of their own and others' health and safety at work. They must co-operate fully with health & safety policies and procedures, must report defects, and must not misuse safety equipment provided. The college will consider any breach of these legal duties as a disciplinary matter, and the established college disciplinary procedures will apply.
- b) Voluntary workers or students who commit serious breaches of college fire safety rules or procedures may be suspended by the Principal, pending a full investigation.

## 5. Fire safety management

All of IBTC's premises have a number of fire safety provisions incorporated within them. These provisions are fire warning system, smoke and carbon monoxide detectors, fire doors, fire extinguishers, emergency lighting and signage, corridors/stairways, etc,. Irrespective of the provision, it is necessary to recognise the importance of such features and ensure that their function is not compromised, as to do so will ultimately impact on the operational capability of the provision and ultimately affect the safety of occupiers and the integrity of the buildings itself. In case of fire people can use three fire assembly points as described in the table 1. below.

Table 1.

FIRE ASSEMBLY POINTS	LOCATION	WHO GOES THERE?
<b>A</b>	Situated 20m on the right hand side of the main drive, straight in front of the main building	Everyone who sleeps in the Main Building
<b>B</b>	Situated 40m on the left hand side of the main drive, straight in front of the main building	Everyone who sleeps in Annexe 1, Annexe 2 and the New building.
<b>C</b>	Situated on the right hand side of the Study Centre in the BBQ area.	Everyone who sleeps in the Cottage and Stable

### 5.1. Fire doors

Fire doors are doors that are designed to restrict the spread of fire and the products of combustion within a predicted time period and will normally feature a self-closing device. All fire doors in IBTC are marked as a fire door and should be kept closed at all times. The use of wedges and other items as hold open devices for fire doors is not permitted within any of the IBTC's premises and must be positively discouraged.

### 5.2. Exit routes

All exit routes in IBTC are indicated by signage. The college will ensure that exit routes are not compromised; no equipment or materials may be accommodated or stored within any protected exit route or protected stair enclosure. All exits must be kept clear, free from any obstruction and all final exit doors require to be easily and immediately openable from the direction of travel.

Additionally, the surface finish to wall linings within stair enclosures and protected routes should be maintained free from any form of combustible wall decorations. Notice boards will be accepted in such areas as long as they are enclosed and effectively managed. Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times.

Items that may be a source of fuel or ignition should not be located within escape routes, such items include: portable heaters, cooking appliances, upholstered furniture, coat racks, vending machines, gas pipes and meters, photocopiers and other electrical equipment, seasonal decorations and display, or exhibition material.

### 5.3. Emergency lighting

Regular servicing of emergency lighting systems is essential. The competent persons for the premises should carry out or appoint other persons to carry out the weekly inspection detailed below.

Routine Inspection and the **monthly function** test can be carried out by a trained person. This simply involves switching on the lights for a short period to ensure they illuminate and switching back off. During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly.

The **annual discharge tests** should be carried out by a competent and suitably qualified electrical engineer for the full rated duration of the emergency lights (e.g. 3 hours) must be carried out in accordance with the current standard for emergency lighting. The emergency lights must still be working at the end of this test. The result must be recorded and, if failures are detected, these must be remedied as soon as possible.

### 5.4. Fire warning system

A fire warning system is a system designed to provide an audible alarm in IBTC and may include activation by means of detecting the elements of combustion. In all cases the alarm can be activated by means of a manual alarm call point. Manual alarm call points are normally situated in exit routes and at final exits. Where fire is known or suspected, the alarm should be raised immediately utilising a manual alarm call point (break glass point). On hearing an alarm all occupants of a premise (voluntary workers, student's, contractors and the public) must evacuate the building by the nearest available exit and assemble at the prescribed **assembly point**, with the exception of authorised persons for specific tasks, such as alarm investigation or PEEP (Personal Emergency Evacuation Plan) implementation.

The Health and Safety Officer will indicate, following consultation with the Fire & Rescue Service if in attendance, when a return to the building may be made.

Every activation of the fire alarm should be recorded in the logbook, including false alarms. The cause of the alarm should be recorded together with any action taken to avoid a repeat occurrence. These records will also assist a service engineer to maintain the system.

Any maintenance of the fire alarm and automatic smoke and carbon monoxide detectors, which necessitates the system being inoperative for any period, must be carried out at a time when the building is unoccupied, unless suitable temporary arrangements are instigated.

### 5.5. Fire fighting equipment

Firefighting equipment is provided within fire exit routes and may be placed adjacent to some specific risks, such as computer servers, electrical transformers etc. The extinguishers are provided for use by trained competent persons but should only be used when it is safe to do so and the escape route from the seat of fire is not compromised. Under no circumstances should a fire be confronted without first raising the alarm. **All voluntary workers are required to familiarise themselves with the extinguishers provided within the relevant premise and the fire classification that may influence their limitations of use.** Where any firefighting equipment has been used or is deemed unsatisfactory, the Health and Safety Officer should be advised to facilitate replacement or investigation as necessary. You can find more information about **Fire extinguisher colour codes** with an explanation of when to use which extinguisher under point 9.10. Fire fighting equipment information, in this policy.

### 5.6. Annual Inspection, service and maintenance

The annual inspection, service and maintenance of portable extinguishers must be carried out by an external Contractor for Service or conduct servicing at the recommended intervals, in accordance with the relevant part of the current standard for "Fire Extinguishing Installations and Equipment in Premises", BS5306-3, and in accordance with the manufacturers' instructions. Satisfactory annual tests should be recorded on a label on each extinguisher or alternatively in a Fire Log book section for this purpose.

## 6. Related documents and legislation

### Internal:

- Health and Safety policy
- Health and Safety induction for voluntary workers
- Risk Management policy
- College Fire risk assessment

### External (major applicable legislation):

- The Regulatory Reform (Fire safety) Order 2005.
- The Health and Safety at Work etc. Act 1974 and the regulations made under it.
- The Management of Health and Safety at Work Regulations 1999.

## 7. Mechanisms for feedback

Constructive comment for the continued improvement of this policy is welcomed and should be forwarded to the Health and Safety officer at: [bruno.paderi@ibti.org.uk](mailto:bruno.paderi@ibti.org.uk), and to the Data protection officer at: [policies.data@ibti.org.uk](mailto:policies.data@ibti.org.uk) .

## 8. References<sup>2</sup> and further information

- <https://www.gov.uk/workplace-fire-safety-your-responsibilities>
- <http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

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<sup>2</sup> In addition to taking information from the [www.gov.uk](http://www.gov.uk) , <http://www.legislation.gov.uk>, the IBTC has sourced material from the following websites: Brighton, Hove & Sussex Sixth Form College, *Fire Safety Policy*, [Internet], <https://intranet.bhasvic.ac.uk/download/2039>, and English Language Centre Bristol, *Fire Safety Policy / Procedures*, [Internet], <https://www.elcbristol.co.uk/uploads/files/Fire%20Safety%20Policy%20Doc.pdf>, accessed 05 September 2017.

- <https://intranet.bhasvic.ac.uk/download/2039>
- <https://www.elcbristol.co.uk/uploads/files/Fire%20Safety%20Policy%20Doc.pdf>,

## 9. RESPONSIBILITIES AND ARRANGEMENTS

### 9.1. The responsible person

Under the Regulatory Reform (Fire Safety) Order 2005 the Responsible Person must ensure that competent persons carry out Fire Safety risk assessments and ensure the safety of the voluntary workers and any person who may legally come onto college property and of anyone not on the premises but who may be affected.

- At IBTC the 'Responsible Person' is the Principal.
- The day to day responsibility for ensuring the management of the risks is delegated to the Health and Safety Officer, Brunetto Paderi. This person will be assisted and receive regular reports from the Health and Safety Assistant Officer in order to fulfil this responsibility.

Competent persons should be suitably qualified and have received adequate training from a certificated fire risk assessment body, the manufacturer, supplier or installer of the fire alarm system.

### 9.2. Competent Persons

The competent persons under this Policy are the **Health and Safety Officer** and **Health and Safety Assistant Officer**, Filippo Zago.

Training and supervision will be provided for nominated competent persons where required. Other competent persons may occasionally be appointed or hired for the purposes of advice on technical issues or preparing assessments or reports.

#### 9.2.1. The Health and Safety Officer Duties

- Make reports to the Principal of the college as required.
- Provide and maintain fire-fighting equipment (extinguishers and fire blankets) and fire detection and alarm equipment.
- Arrange for the training and induction of IBTC voluntary workers and students in fire safety and procedures.  
Make sure all new voluntary workers have the correct induction, so they know the fire safety procedures, and where to go in the event of a 'live' alarm.
- Liaise with the Fire Service when required.
- Make sure all electrical equipment is PAT tested, and that testing is up to date.
- Establish signing in and out procedures for all voluntary workers and visitors.
- Advise the Fire Marshals and ensure that they are notified of any fires, false activations or any problems associated with the fire systems and associated equipment.
- Arrange and assist with fire drills.
- Establish safe exit routes/PEEPs (Personal Emergency Evacuation Plan) for disabled voluntary workers, students and visitors who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.
- Suggest appropriate changes to existing or planned new buildings where required for the purposes of Fire Safety.
- Review and maintain the following documents:
  - Records of weekly tests of fire alarms, call points, emergency lighting and fire doors.
  - Records of annual inspection and testing of all firefighting equipment.
  - Records of periodic tests of emergency lighting.

- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- Records of all fires and false activations together with associated reports and follow up actions.
- Records of inspection, fire risk assessment and maintenance of electrical supplies and electrical equipment, smoke and carbon monoxide detectors, storage of hazardous substances and other hazards associated with fire safety.
- Plans of the college buildings.

### 9.2.2. The Health and Safety Assistant Officer Duties

- Carry out or arrange for fire risk assessments.
- Regularly check that emergency lighting is working (inside and outside the building).
- Make reports to the Health and Safety Officer as required.
- Check the fire extinguishers haven't been moved, and that their servicing is up to date.
- Each term check the inspection paperwork and liaise with the Health and Safety officer to complete the PEEP form.
- Complete a PEEP for any member of the voluntary workers that they manage who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.
- Update the Health and Safety Officer on changes to legislation, advice or other material facts relating to Fire Safety within the college.
- Guard against the accumulation of rubbish and organise its proper disposal.
- Make sure storage is controlled, particularly where combustible material is involved.
- Never put combustible material where there is a fixed source of ignition.**
- Review and maintain the following documents:
  - This Fire Safety policy.
  - Copies of Fire risk assessments.
  - The Fire and Emergency Evacuation procedures.
  - Fire and Emergency Evacuation plans (routes).
  - Records of all fire drills and (at least twice per year) listing evacuation times and any actions required.
  - Records of all fire training

### 9.3. Fire marshals and fire wardens

The college's Fire Marshals and Fire Wardens are the appointed voluntary workers of the college together with the Competent Persons.

#### Fire Marshal's Routine tasks:

- Fire Marshals: Franco Grieco, Filippo Zago and Brunetto Paderi are responsible for people in their respective buildings in case of fire. (See the table below)
- Regularly check that fire exits and escape routes are not blocked. This includes opening fire doors to make sure there are no obstructions outside.
- Make sure nothing is covering any break glass emergency alarm points.

#### Fire marshal emergency tasks:

The person most at risk in the evacuation process is the one searching and clearing the premises, as they will be the last person out. This is the role of the Fire Sweeper.

- Fighting fires / use of fire extinguishers.

- b) Raise the alarm.
- c) Direct voluntary workers to safe available exit routes.
- d) Sweep all rooms where safe to do so ensuring toilets and places like walk in cupboards are checked.
- e) Assist disabled people.
- f) Close all doors and fire doors.
- g) Ensure final fire doors are closed.
- h) Ensure hazardous manufacturing processes and machinery have been isolated.
- i) Take part in the roll call at the assembly point.
- j) Report to the fire service on their arrival and also to the Health and Safety Officer any problem encountered during the evacuation.

**Fire warden’s emergency tasks:**

a) When the alarm sounds, and is not being tested, the Emergency Services should be alerted. The Fire Wardens have to make contact with and provide essential information to the West Sussex Fire and Rescue Service (Burgess Hill Fire Station) if required on 999. Whilst the premises are being evacuated, the Fire Warden will go directly to their assembly point and manage the evacuation from outside the building. The Fire Warden is responsible for ensuring that everyone who exits the building is accounted for (and doesn't disappear, or even worse, re-enter the building). But crucially, the Fire Warden also makes sure that the Fire Marshals are accounted for after completing their search.

The Fire Wardens should proceed to the Assembly Point, taking with them the signing-in book and any in/out board indicating which regular building users were present at the time. They should be equipped with a list of who is normally present in the building, a high-vis vest to make their whereabouts obvious to everyone, a clipboard and pencil.

A roll-call should then be carried out to ensure everyone has left the building safely. A means of communication between them should be provided, to double check for anyone who appears to be missing. The Fire Warden is then in a position to alert the Emergency Services if anyone is unaccounted for and also report to the Health and Safety Officer any missing person or problem encountered during the evacuation.

b) Assist in evacuations and drills.

To try and account for occasions where members of voluntary workers designated with various functions within the Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of voluntary workers designated for a specific function are absent, the Health and Safety Officer or acting officer Manager shall temporarily allocate the function to an alternative suitably trained member of voluntary workers.

<b>Table 2. VOLUNTARY WORKERS IN CHARGE IN CASE OF FIRE</b>			
<b>Premises</b>	<b>Fire Marshal</b>	<b>Fire Wardens</b>	<b>Fire Assembly Point</b>
Main Building	Brunetto Paderi	Gillian Saunders	<b>A</b>
Annex 1, Annex 2 and the New building	Filippo Zago	Phillida Bennett	<b>B</b>
Cottage and Study Center	Franco Grieco	John Whyte	<b>C</b>

**9.4. All voluntary workers**

All Voluntary Workers carry out the following duties:

- a) Take reasonable steps to ensure that they do not place themselves or others at risk of harm. In the normal course of their work all voluntary workers will ensure that they, and their students,

visitors and other users of the college buildings, keep exits and lobbies clear of debris, furniture etc, and that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices are not removed or covered over.

- b) Co-operate fully in complying with any procedures that the college may introduce as measures to protect the safety and well-being of all voluntary workers, students and visitors.
- c) Report any hazards or defective or missing fire safety equipment to the Health and Safety officer.
- d) Ensure the Health and Safety officer is made aware of any students that may require a PEEP (Personal Emergency Evacuation Plan) or special arrangements during an emergency evacuation of the building.

### **9.5. Documentation & records**

The College keeps documents and records to prove responsible actions. The records will be kept in good order, up to date and available for scrutiny at any time in the college buildings by the Health and Safety Officer.

All students and voluntary workers must sign a Fire Induction check list and get familiar with this policy. A copy of this policy is available in the General office and in the IBTC library.

### **9.6. Communication**

- a) The college will ensure that any person in IBTC (directly or indirectly) is provided with all relevant information related to fire safety and consult with voluntary workers on matters of fire safety policy and arrangements.
- b) Voluntary workers will be informed of any changes that are made to the fire safety procedures and fire risk assessments.
- c) Fire safety information will form part of the induction training for new members of voluntary workers.
- d) The college will also ensure that all visitors to the premises will be given information regarding the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

### **9.7. Procedures**

The college has the following procedures in order to maintain high standards of fire safety:

- a) The fire and emergency evacuation procedures will be practised at least twice a year.
- b) All voluntary workers will be given training, including fire safety information, by the Health and Safety Officer as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety.
- c) Training will be provided, as necessary, to any voluntary worker given extra fire safety responsibilities such as Fire Warden.
- d) All new members of voluntary workers will be given induction training on how to raise the alarm and the available escape routes.
- e) All students will have an overview of the emergency evacuation procedures explained to them as part of their induction into the college.
- f) Personal Emergency Evacuation Plans (PEEPs) will be in place for those who may need assistance or special arrangements during an emergency evacuation of the building they are occupying.
- g) All escape routes are established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and signage controlled on a regularly basis. All voluntary workers are required to ensure that any fire door provided remains closed at all times.



- h) Firefighting equipment is provided. In general, this means fire extinguishers and additional provision of fire blankets in the kitchen.
- i) All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of the college notices defective or missing equipment, they must report it to a competent person.
- j) An appropriate fire detection and alarm system is provided and will be tested regularly as well as emergency lighting, fire detectors etc. Voluntary workers will be told when a test is scheduled.
- k) Emergency lighting is provided for escape routes where applicable and checked regularly every week. In addition, signs are provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.
- l) All visitors must be logged into the Visitors Book in the main building front hall on arrival on site.
- m) In the normal course of their work all voluntary workers will make it their business to ensure that students, visitors and other users of the college buildings keep exits and lobbies clear of debris, furniture etc, that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.

### 9.7.1. Emergency evacuation procedure

- a) **If you discover a fire:** Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in the corridor on every floor and can be activated by pressing hard against the glass with your thumb. Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut. If a tutor is with his/her students in a classroom, he/she should take the class registers with him/her. Inform the Health and Safety Officer/ Fire Warden as to the location of the fire. Report to the assembly points A, B or C for a roll call. The Fire Warden whose escape route is through the front hall should pick up the visitor's log book.
- b) **If you hear the fire alarm:** Leave the building immediately using the nearest available fire exit. Voluntary workers need to ensure that any person under 18 in their presence gets out of the building safely. If you know that an under 18 years old or any other student or visitor is in the toilet or another part of the building away from where all the other students are, inform the Fire Marshal as you leave and report to the assembly point for a roll call. If you are with a visitor, ensure they accompany you.
- c) Persons responsible for taking roll calls are the Fire Marshals or Wardens and they report to the Health and Safety Officer.
- d) **Fire Marshals** - on hearing or setting off the alarm: Encourage everyone around you to evacuate as soon as possible. Check with the tutor or the Office Manager that all students and tutors, admin voluntary workers and visitors are accounted for at the roll call. Procedures will be in place regarding which floors/rooms the fire Warden will check.
- e) **Fire alarm status** - In the event that the fire alarm is for a genuine fire, then the Fire Marshal must call the fire brigade as soon as possible on **999**. The persons designated to call the fire brigade are John Whyte, Eliana Whyte, Phillida Bennett, Stefano Guaglione and Brunetto Paderi (in respective buildings). In their absence, any member of voluntary workers should call. In the event that the fire alarm is a false alarm, then the Fire Warden should establish the cause before letting anyone re-enter the building.
- f) **Before the Fire Brigade arrives:** If the Fire Marshals have consulted with the Principal or the Health and Safety Officer and if it is agreed that the situation does not place them at risk, they can use the fire extinguishers located on every floor to tackle the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

### 9.7.2. Assisted evacuation (Personal Emergency Evacuation Plan - PEEP)

- a) Any member of the voluntary workers, volunteer or student who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation.
- b) It is the responsibility of the **Health and Safety Officer Assistant**, at the start of each year, to establish whether there is any such person and, if so, liaise with the **Health and Safety Officer** to complete a PEEP form.
- c) A copy of the PEEP form must be given to the appropriate Fire Marshal and, at their first visit, to all relevant tutors. During lecture times, it is the responsibility of the tutor to assist the evacuation of the student in accordance with the PEEP. At all other times it is the responsibility of the Fire Marshal to assist the evacuation of the student or any other person in accordance with their PEEP.
- d) People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user but it could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.
- e) Anyone with mobility issues will be evacuated according to their PEEP.

### 9.8. Risk assessments

- a) Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. Fire risk assessments are carried out by the Health and Safety Officer.
- b) Competent Persons shall make, record, review and, where applicable, revise Fire Safety risk assessments at regular intervals. They should also be carried out if there has been any significant change in the physical layout of a building or staircase or a change of use.
- c) The Competent Persons may require occasional external assessments and may contract competent organisations to do this work.
- d) The Fire Safety risk assessments must take into consideration everyone who may come on our premises, whether they are voluntary workers, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.
- e) All voluntary workers are responsible to identify all hazardous substances and other potential or actual hazards, and make this information available to the Health and Safety Officer.

### 9.9. Smoking

- Smoking is prohibited in all enclosed and substantially enclosed premises in the college. This includes all vehicles also. This policy applies to all voluntary workers, students, contractors and visitors.

### 9.10. Fire fighting equipment information

On the photo below are shown current fire extinguisher colour codes with explanation in which case to use. For more information visit <http://www.safefiredirect.co.uk/Page/54/videos-how-to-use-a-fire-extinguisher-safely.aspx>, and watch the videos on how to use the most common types of fire extinguishers. We encourage you to search for more sources on this matter.



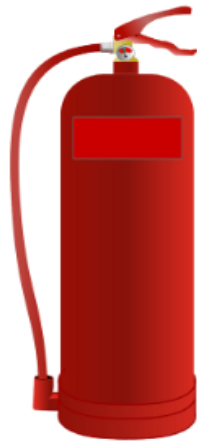
**International Bible Training College (IBTI)**  
Impact the nations with your vocation

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[www.ibti.org.uk](http://www.ibti.org.uk)

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## Current Fire Extinguisher Colour Codes (UK)

Fire extinguishers meeting BS EN3 are manufactured with a red body and have a band of a second colour covering between 5-10% of the surface relating to the extinguisher's contents. Each different type of extinguisher agent has a corresponding colour making identification easier for the user.

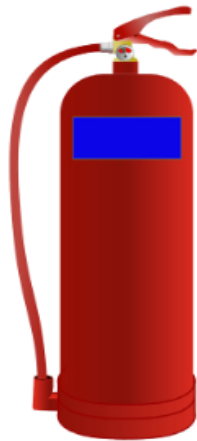


**Water**



**Use on:** wood, paper, textiles and solid material fires

**Don't use on:** liquid, flammable gases, electrical and cooking media fires.



**Powder**



**Use on:** wood, paper, textiles, liquid and electrical fires.

**Don't use on:** cooking media and metal fires.



**Foam**



**Use on:** wood, paper, textiles and liquid fires.

**Don't use on:** flammable gases, electrical, and cooking media fires.



DO NOT HOLD THE HORN WHEN OPERATING

**CO2**



**Use on:** liquid and electrical fires.

**Don't use on:** wood, paper, textiles, flammable gases and cooking media fires.



**Wet Chemical**



**Use on:** wood, paper, textiles and cooking media fires

**Don't use on:** liquid fires and fires involving flammable gases.