



## 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 7th November 2023.

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 that each person has with regards to fire. Further details 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, \_\_\_\_\_ Date: 07.11.2023

Signed: IBTC Director/Trustee for H&S, \_\_\_\_\_ Date: 07.11.2023

Signed: IBTC Operations Director, \_\_\_\_\_ Date: 07.11.2023

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

**Next review :- 6 November 2025**

<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 staff, students, and volunteers and will also be on the IBTC website: [www.ibti.org.uk](http://www.ibti.org.uk).

## 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 Manager 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, escape 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. If the students are in the classrooms or IT Room at the time when the fire alarm goes off, they need to go to their fire assembly point according to the building where they sleep.

Table 1.

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

### 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 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 established exit route or staircase 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 established 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 any 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 monthly 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. 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 Manager 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. Firefighting 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 premises 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 Manager 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. Firefighting 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 Manager at: [bruno.paderi@ibt.org.uk](mailto:bruno.paderi@ibt.org.uk), and to the Data protection Manager at: [policies.data@ibt.org.uk](mailto:policies.data@ibt.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>
- <https://intranet.bhasvic.ac.uk/download/2039>
- <https://www.elcbristol.co.uk/uploads/files/Fire%20Safety%20Policy%20Doc.pdf>,

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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.

## 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.

- a) At IBTC the 'Responsible Person' is the Principal.
- b) The day-to-day responsibility for ensuring the management of the risks is delegated to the Health and Safety Manager. This person will be assisted and receive regular reports from the Health and Safety Assistant 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 Manager** and **Health and Safety Assistant**.

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 Manager Duties

- a) Make reports to the Principal of the college as required.
- b) Provide and maintain fire-fighting equipment (extinguishers and fire blankets) and fire detection and alarm equipment.
- c) Arrange for the training and induction of IBTC voluntary workers and students in fire safety and procedures.
- d) Make sure all new voluntary workers have the fire safety induction, so they know the fire safety procedures, and where to go in the event of fire.
- e) Liaise with the Fire Service when required.
- f) Make sure all electrical equipment is PAT tested, and that testing is up to date.
- g) Establish signing in and out procedures for visitors.
- h) Advise the Fire Wardens (See Table 2 below) and ensure that they are notified of any fires false activations or any problems associated with the fire alarm system and firefighting equipment.
- i) Plan, arrange and assist fire drills as required at least every 6 months.
- j) Establish safe exit routes, personal emergency evacuation plan (PEEP) for disabled voluntary workers, students and visitors who may need assistance or special arrangements during an emergency evacuation of the building.
- k) Check if the fire doors are closing properly.
- l) Suggest appropriate changes to existing or new buildings where required for the purposes of Fire Safety.
- m) Records of all fire drills and (at least twice per year) listing evacuation times and any actions required.
- n) Records of all fire training.
- o) Review and maintain the following documents:
  - Records of tests of fire alarms, smoke detectors, fire drills, and emergency lighting.
  - Records of annual inspection and testing of all firefighting equipment.

- Records of maintenance to the fire alarm systems and fire detectors.
- Records of all fires and false activations together with associated reports and follow up actions.
- Records of inspection of heaters, boilers, gas appliances and fire alarm system.
- Record of risk assessment of premisses, electrical equipment, smoke and carbon monoxide detectors.
- Maps of the college buildings related to the fire safety.

### **9.2.2. The Health and Safety Assistant Duties<sup>3</sup>**

- To check if all the information regarding fire safety on the main information board are up to date.
- Complete the Personal Emergency Evacuation Plan (PEEP) in liaison with Health and Safety Manager, for any member of the voluntary workers and visitors who may need assistance or special arrangements during an emergency evacuation of the buildings.
- Make sure that weekly test of fire alarm and smoke detectors will take place regularly.
- Check regularly that emergency lighting is working (inside and outside the building).
- Check that the fire extinguishers haven't been moved, and that their servicing is up to date.
- Check and report any missing or damage signage to the Health and Safety Manager.
- Guard against the accumulation of rubbish and organise its proper disposal.
- Make sure that good household practice is kept and all premisses and storages are kept in order particularly where combustible material is involved.
- Look out that all Emergency Evacuation routes must be kept clear at all times to ensure that everyone can exit the workplace in the event of a fire or other emergency.

### **9.3. Fire wardens and fire warden's assistants**

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

#### **Fire Warden's routine tasks:**

- Fire Wardens (See Table 2 below) are responsible for people in their respective buildings in case of fire.
- 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 emergency call point.

#### **Fire warden's 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 warden.

- Raise the alarm.
- Fighting fires / use of fire extinguishers.
- Sweep all rooms where safe to do so ensuring toilets and places like walk in cupboards are checked.
- Wear a high-visibility vest to make their whereabouts obvious to everyone.
- Direct voluntary workers to safe available exit routes.
- Assist disabled people.
- Ensure that windows, doors and fire doors are closed.

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<sup>3</sup> Due to the lack of a Health and Safety Assistant in the Academic year 2021-2022 the tasks are being carried by other volunteers and students under the supervision of the Health and Safety Manager.

- h) Take note that the roll call at the assembly point was done.
- i) Report to the fire service on their arrival and also to the Health and Safety Manager any problem encountered during the evacuation.

**Fire Warden’s Assistant emergency tasks:**

- a) When the alarm sounds, and is not being tested, the Emergency Services should be alerted. The Fire Warden’s Assistant has to make contact with and provide essential information to the West Sussex Fire and Rescue Service (Burgess Hill Fire Station) if required on 999.
- b) Whilst the premises are being evacuated, the Fire Warden’s Assistant should proceed to the Assembly Point, taking with them the room allocation list and signing-in book to manage the evacuation from outside the building.
- c) A roll-call should then be carried out to ensure everyone has left the building safely. The Fire warden and the Fire Warden’s Assistant need to double check if anyone who appears on the list is present including the Fire Wardens who are swiping people out of the premises. If a person is missing the Fire Warden’s Assistant must alert the Emergency Services and also report to the Health and Safety Manager any missing person or problem encountered during the evacuation.
- d) The Fire Warden’s Assistant is responsible for ensuring that everyone who exits the building is accounted for (and doesn't disappear, or even worse, re-enter the building).
- e) Assist in evacuations and drills.
- f) 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 Manager or acting 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 Wardens</b>	<b>Fire Warden’s Assistant</b>	<b>Fire Assembly Point</b>
Main Building	Anthonie Keuter	Saule Spokaite	<b>A</b>
Cottage, Annex 2 and Study Centre	Davide Lentini	Leah Tocci	<b>C</b>
New Building	Hanna Leschnik	Elon Heuer	<b>B</b>

**9.4. All voluntary workers**

All Voluntary Workers carry out the following duties:

- a) To inform any personal and official visitors and guests about the fire safety procedure.
- b) 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.
- c) 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.
- d) Report any hazards or defective or missing fire safety equipment to the Health and Safety Manager.

- e) Ensure the Health and Safety Manager 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 Manager.

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 Manager as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any changes 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 it 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 go immediately to the assembly points related to their allocation. Inform the Health and Safety Manager/ Fire Warden as to the location of the fire. Report to the assembly points A, B or C for a roll call. (See Table above)
- 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 gets out of the building safely. If you know that any student or visitor is in the toilet or another part of the building away from where all the other people are, inform the Fire Warden 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 Wardens or Fire Wardens Assistants and they report to the Health and Safety Manager.
- d) **Fire Wardens** - 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, 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 Warden must call the fire brigade as soon as possible on **999**. The persons designated to call the fire brigade are as stated in the Table 2 above. 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 Wardens have consulted with the Principal or the Health and Safety Manager 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 Assistant**, at the start of each year, to establish whether there is any such person and, if so, liaise with the **Health and Safety Manager** to complete a PEEP form.

- c) A copy of the PEEP form must be given to the appropriate Fire Warden, and it is the responsibility of the Fire Warden to assist the evacuation of any 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 Manager.
- b) Competent Persons shall keep 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 any potential or actual hazards related to fire safety and make this information available to the Health and Safety Manager.

#### **9.9. Smoking**

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

#### **9.10. Firefighting 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.

#### **10. Mechanisms for feedback**

Constructive comment for the continued improvement of this policy is welcomed and should be forwarded to the IBTC's Data Protection Manager at [policies.data@ibti.org.uk](mailto:policies.data@ibti.org.uk).



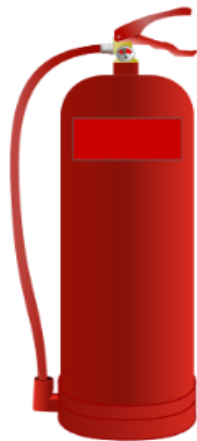
**International Bible Training College (IBTI)**  
Impact the nations with your vocation

IBTI, Hook Place, Cuckfield Road  
Burgess Hill, RH15 8RF  
Tel: 01444-233173  
Email: [policies.data@ibti.org.uk](mailto:policies.data@ibti.org.uk)  
[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.

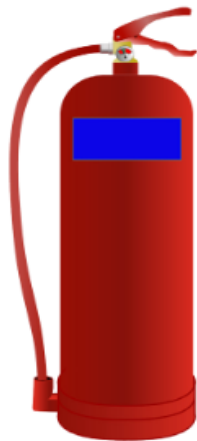


**Water**



**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.