

Toolbox Talk

Fire Safety and Evacuation

2026/27

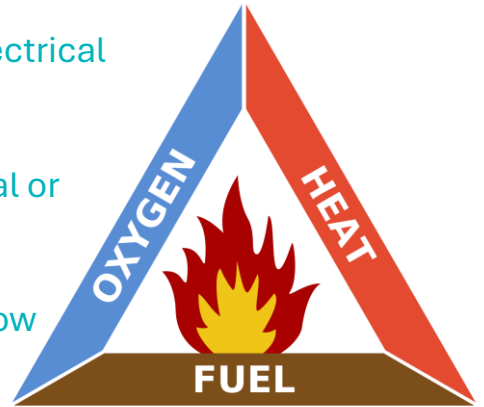
Today's Topic/Issue

Fire needs three elements to start and spread:

HEAT – a source of ignition, e.g. faulty or misused electrical equipment

FUEL – something that will burn, e.g. packing material or dry waste

OXYGEN – found in the atmosphere e.g. natural airflow through doors



QUICK QUIZ

What examples within your workplace produce heat or fuel that may lead to a fire?

What you can do to prevent a fire:

- Keep fire doors shut at all times
- Close windows and doors at night
- Report any damage to fire detection, warning or fire fighting equipment
- If you see, or smell smoke, raise the alarm and investigate immediately
- Be aware of the risks from any flammable, highly combustible or hazardous materials – follow appropriate instructions for storage and disposal of these materials
- Maintain good housekeeping including following immediate procedures for spills of flammable liquids/materials
- Follow correct procedures for hot working (e.g. welding)
- Keep electrical equipment well maintained and regularly PAT tested – do not use equipment which is faulty and never overload power sockets.



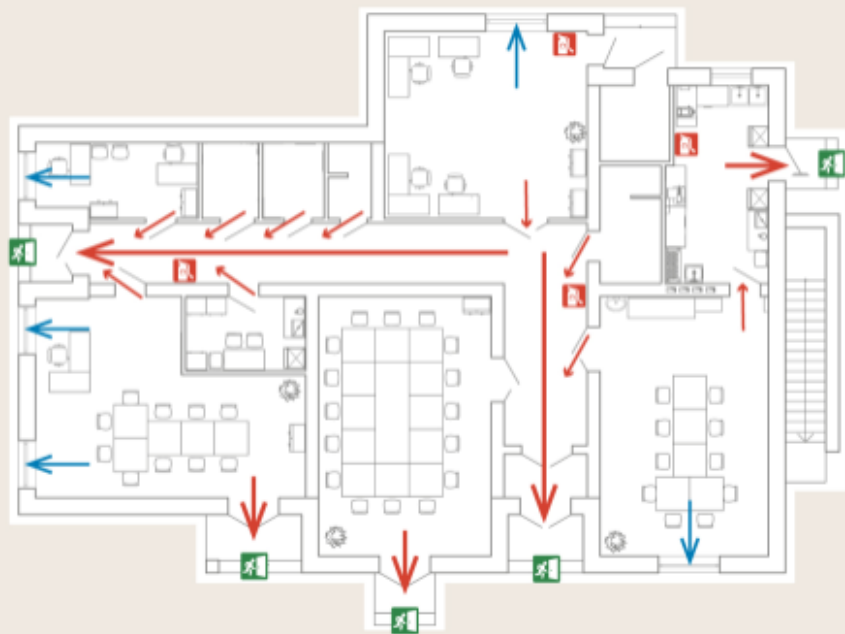
Preparing for an Emergency

You should know:

- How and where to raise the alarm
- Location of fire fighting equipment
- Fire drill arrangements
- Your assembly point
- Who the fire marshals are and what their roles are
- Location of escape routes - keep them clear
- The authorised procedure on returning to the workplace
- How to open and operate emergency doors

Office Evacuation Plan

-  Emergency Exits
-  Fire Extinguisher
-  Primary Evacuation Route
-  Secondary Evacuation Route



REMEMBER

If you discover a fire, raise the alarm immediately—don't try to deal with it first

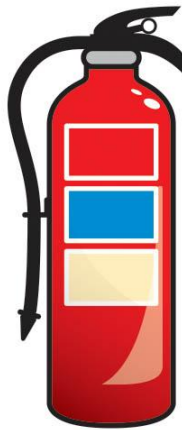


What to do in case of Fire

- Operate the nearest fire alarm
- Follow the fire emergency and evacuation procedures
- If you're a fire marshal, make sure everyone gets out safe and the fire service is contacted
- If competent and confident, use the correct fire extinguisher to put out small fires
- Where appropriate, stop or isolate machines
- Do not use any lifts at any time during a fire
- Report to the assembly point and stay there until told otherwise

QUICK QUIZ

What would you need to consider before deciding to use a fire extinguisher?



DO - Use for

DON'T - Use for

WATER

Paper, wood, textiles & solid materials fires.

Liquid, electrical or metal fires.

POWDER

Liquid, electrical wood, paper & textile fires.

Metal fires.

> AFFF FOAM

Liquid, paper, wood & textile fires.

Electrical or metal fires.

CARBON DIOXIDE (CO2)
Liquid & Electrical

Metal fires.



Fire Safety

Different work environments and activities present varying levels of fire risk, and supervisors must be aware of the specific hazards within their area, the control measures in place, and the arrangements for safe evacuation. This includes ensuring that escape routes remain clear, fire safety equipment is available and understood, and that all staff—regardless of role or experience—are trained, briefed, and confident in what to do in the event of a fire.

Ultimately, while risks differ between settings, the expectation remains the same: everyone must be prepared to respond quickly and evacuate safely

QUICK QUIZ

“What examples within your workplace produce heat or fuel that may lead to a fire?”

Typical “heat sources” to consider

- Electrical equipment (computers, chargers, printers, kettles, microwaves)
- Overloaded plug sockets or extension leads
- Lighting and faulty wiring
- Heaters or radiators
- Charging batteries (phones, power tools, e-bikes, etc.)
- Welding, cutting, or grinding (if applicable)
- Cooking equipment in kitchens or break areas

Typical “fuel sources” to consider

- Paper, cardboard, packaging, and office waste
- Flammable liquids (cleaning products, fuels, solvents, paints)
- Wood, pallets, or stored materials (especially in warehouses)
- Furniture, curtains, soft furnishings
- Clothing or PPE stored in unsuitable areas
- General clutter or rubbish buildup



Fire Safety

Different work environments and activities present varying levels of fire risk, and supervisors must be aware of the specific hazards within their area, the control measures in place, and the arrangements for safe evacuation. This includes ensuring that escape routes remain clear, fire safety equipment is available and understood, and that all staff—regardless of role or experience—are trained, briefed, and confident in what to do in the event of a fire.

Ultimately, while risks differ between settings, the expectation remains the same: everyone must be prepared to respond quickly and evacuate safely

QUICK QUIZ

“What examples within your workplace produce heat or fuel that may lead to a fire?”

Typical “heat sources” to consider

- Electrical equipment (computers, chargers, printers, kettles, microwaves)
- Overloaded plug sockets or extension leads
- Lighting and faulty wiring
- Heaters or radiators
- Charging batteries (phones, power tools, e-bikes, etc.)
- Welding, cutting, or grinding (if applicable)
- Cooking equipment in kitchens or break areas

Typical “fuel sources” to consider

- Paper, cardboard, packaging, and office waste
- Flammable liquids (cleaning products, fuels, solvents, paints)
- Wood, pallets, or stored materials (especially in warehouses)
- Furniture, curtains, soft furnishings
- Clothing or PPE stored in unsuitable areas
- General clutter or rubbish buildup



All employees should know:

- How and where to raise the alarm – identify where the alarm points are closest to their workstation
- Location of fire fighting equipment - identify where the fire extinguishers are closest to their workstation
- Fire drill arrangements
- The nearest assembly point
- Who the fire marshals are and what their roles
- Location of escape routes - keep them clear – establish that everyone is aware of these routes and a secondary route in case the first is cut off
- The authorised procedure for returning to the workplace
- How to open and operate emergency doors – identify where the emergency doors are closest to their workstation

QUICK QUIZ

“What would you need to consider before deciding to use a fire extinguisher?”

Only attempt to fight a fire with a fire extinguisher if the fire is small; you are trained, authorised and competent to fight the fire and if you have the correct fire extinguisher to fight that type of fire.

Be sure to identify the type of materials in the area in order to ensure the correct type of fire extinguisher is used.

| | |
|----------------|--|
| Class A | SOLIDS such as paper, wood, plastic etc. |
| Class B | LAMMABLE LIQUIDS such as paraffin, petrol, oil etc. |
| Class C | FLAMMABLE GASSES such as propane, butane, methane, etc. |
| Class D | METALS such as aluminium, magnesium, titanium, etc. |
| Class E | ELECTRICAL APPARATUS |
| Class F | OIL & FAT used in cooking etc. |



Toolbox Talk - Attendance Sheet

Site/Department Name:

Trainer Name:

Signature:

Toolbox Talk Topic:

Date:

| Name | Signature |
|------|-----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Any further feedback or questions from attendees regarding this toolbox talk topic?