

## **Toolbox Talk: Fire Safety on Site**

### **Topic: Fire Prevention and Emergency Response**

**Duration:** 5–10 minutes

**Audience:** Site operatives and contractors

**Objective:** Raise awareness of fire risks, prevention methods, and how to respond quickly and correctly in an emergency.

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### **Introduction (say this)**

“Fire is one of the biggest risks on a construction site. It spreads fast, endangers lives, causes huge damage, and can shut a project down in minutes. Today we’re going to cover how to prevent fire and what to do if one breaks out.”

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### **Key Fire Risks on Construction Sites**

Explain or ask the group:

- What do you think causes most site fires?  
(Expected answers: hot works, electrical faults, flammable materials, smoking, poor housekeeping)
  - Remember:
    - **Hot works** (like welding, cutting, or grinding) can spark fires – they must be properly controlled.
    - **Temporary electrics** and overloading circuits are common causes of ignition.
    - **Flammable materials** like fuel, gas cylinders, and packaging must be stored safely and away from ignition sources.
    - **Smoking** is only allowed in designated areas—no exceptions.
    - **Rubbish and offcuts** can become fuel for fires if not cleared properly—keep the site tidy.
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### **Fire Prevention Measures**

Remind the team of what’s in place on your site:

- Temporary fire alarm systems (e.g. Howler alarms)
- Fire points with extinguishers

- Fire-resistant hoarding or compartments (if applicable)
  - No-smoking zones and safe hot works procedures
  - Weekly fire equipment checks
  - Fire drills and training
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## What to Do in the Event of Fire

Ask: “Who knows what to do if there’s a fire?”

Cover these steps clearly:

1. **Raise the alarm** immediately using the Howler alarm unit or other system in place.
  2. **Evacuate the site** calmly and quickly via the nearest safe route.
  3. **Go to the assembly point** and stay there.
  4. **Don’t re-enter the building/site** until told it’s safe to do so.
  5. Only attempt to fight the fire if:
    - You are trained, **and**
    - It’s safe to do so, **and**
    - You have the right extinguisher for the type of fire.
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## Final Reminders

- Fire safety is everyone’s responsibility—**speak up** if you see a risk.
  - Keep fire exits clear and fire equipment accessible.
  - Know the location of your **nearest fire point** and **assembly point**.
  - If in doubt—**shout and get out**.
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## Questions to Ask the Team

- “Where’s the nearest fire point to where you’re working today?”
  - “Who has done a fire drill on this site?”
  - “What should you do if you spot something that looks unsafe?”
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 **Record**

Document this toolbox talk in your site logbook with:

- Date
- Location
- Presenter name
- Names/signatures of those who attended

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*This Toolbox Talk is for guidance only. Always follow your site's specific fire safety procedures and the requirements of your principal contractor or responsible person.*