Methodology of fire protection training and Safety and health protection at work for students of the UK FTVS when enrolling in the study

1. *Fire protection training*

a) Acquaintance with the fire alarm directive (starting now referred to as "FAD"):

The FAD is posted in the corridors in all buildings of Charles University, Faculty of Physical Education and Sport (starting now referred to as "UK FTVS").

Purpose:

The fire alarm guidelines define the duties of all employees or other persons during a fire. All employees and other persons monitor the execution of quick and effective interventions during a fire, accident, disaster, or different situation.

Obligation to report a fire:

Everyone is obliged to report a detected fire without delay at the designated place in the fire reporting room (gateway, main entrance to the building), in person at the gatehouse, or by phone: **220 171 111**

Assistance in fighting a fire:

In fighting a fire, everyone must take the necessary measures to save endangered persons, if it is possible to extinguish the fire or take the required steps to prevent its spread. Everyone is obliged to provide personal assistance to the fire protection unit at the request of the incident commander.

The method of declaring a fire alarm:

The fire alarm is announced: by the call of fire and the home radio.

Obligations after announcing a fire alarm:

Arrive immediately at the assembly point - the grassy area above the parking lot in front of the main building, the stadium area.

Important phone numbers:

1) Fire and Rescue Service - **150**

2) Medical emergency service - **155**

3) Police of the Czech Republic - **158**

4) Prague City Police - **156**

4) integrated Emergency system - **112**

5) Fire alarm in the building - **220 171 111**

6) Emergency services:

• Electricians: **800 823 823**

• Gas: **1239**

• Water: **840 111 112**

b) Acquaintance with the fire evacuation plan:

The fire evacuation plan is posted in the corridors in all buildings of UK FTVS.

Ways of declaring a fire alarm:

By calling "HOŘÍ" and the home radio.

The person who will organize the evacuation:

In their absence, the dean of the faculty, the secretary, and the preventive fire patrol members. The place from which the evacuation will be controlled: is the main gatehouse of the building.

Determination of persons and means with the help of which the evacuation will be carried out:

Evacuation will be carried out gradually, first from the affected areas and then from all workplaces. Follow the instructions of the faculty management and members of the preventive fire patrol until the arrival of the emergency services.

Determining routes and methods of evacuation:

Evacuation will occur along the marked escape routes towards the assembly points.

Determination of the person who will check the number of evacuees:

The head of the workplace or a member of the preventive fire patrol.

Method of providing first aid:

The first aid kit is located at the gatehouse, and the emergency services are called.

The place for a gathering of people:

The grassy area above the car park in front of the main building and the stadium area.

Place of concentrated evacuated material:

No material will be evacuated.

c) Escape routes:

Escape routes are all corridors and exits in buildings. These roads must remain open at all times. Escape routes and exits are marked with safety signs. Electrical distribution equipment in halls and rooms must remain permanently accessible and marked with safety signs. Likewise, portable fire extinguishers and hydrants must be accessible and uncovered. Placed pressure cylinders must be kept on the doors to the rooms. In case of fire, it is forbidden to use elevators for evacuation (they are not evacuation).

d) Portable fire extinguishers:

• **Powder** – the fire extinguisher is a universal powder that reduces the burning energy. Suitable for solids, flammable liquids, gases, and live equipment. Not ideal for sawdust, coal dust, food, or fine dust.

• **Snow** - the fire extinguisher is carbon dioxide, which cools and suffocates the fire, expelling air. Suitable for flammable liquids, gases, food, fine mechanics, live equipment. Do not extinguish

loose materials.

• **Water** - the fire extinguisher is a water solution with potassium carbonate, cooling effect, suitable for extinguishing solid substances, unsuitable for flammable liquids, paints, tar, oils, and fats. Never extinguish the device under electrical voltage.

• **Foam** - the fire extinguisher is a solution of water with a foaming agent concentrated, preventing air access, and suitable for flammable liquids. Never extinguish equipment under electrical voltage and burning light metals.

Using a portable fire extinguisher:

- use when extinguishing flames at a distance of up to 1.5 - 2 m.

- remove the locking pin from the handle of the device,

- point the jet at the fire,

- Press the handle of the fire extinguisher (turn the control wheel),

- direct the stream of extinguishing agent to the lower part of the flame and gradually eliminate the flame from the front or from the sides,

- after the flame has gone out, turn off the fire extinguisher, wait a while, and if the flame flares up again, continue extinguishing.

2. Training on safety and health protection at work (starting now referred to as "OHS")

Occupational risks - each head of the workplace will familiarize students with the occupational hazards of the given workplace.

Accidents at work - students are particularly obliged to:

- Notify the responsible employee of the faculty immediately of any injury that has occurred to them if they can do so, given their health status.

- Get treated.

- Provide the responsible staff of the faculty with information regarding the accident.

- Keep the accident record if it is made.

Use of personal protective work equipment (starting now referred to as "PPE"):

Suppose the nature of the activity requires the use of PPE. In that case, the teacher must check whether students are equipped with appropriate PPE and are using this PPE.

Obligations of students in the health and safety section:

- Students are obliged to receive instructions on the risks that occur during work or at the workplace, to receive instructions to limit and comply with them.

- Every student is obliged to take care of his safety, his health, and the safety and health of persons directly affected by his actions or omissions at work to the best of his ability.

- Familiarize yourself with all valid regulations, obligations, instructions, and provisions applicable to the faculty. You must comply with them and not circumvent them.

- Follow all instructions for use, technical conditions for all equipment used, and all technical means of the faculty.

- Not to carry out activities that require extraordinary measures unless they are authorized to do so. In particular, it is forbidden to tamper with electrical equipment, gas equipment, pressure, or lifting equipment.

- Do not use damaged or incomplete devices with limited functionality, endangering health and safety, etc.

- Notify the faculty's academic or another responsible employee of detected deficiencies in the health and safety department or any defect threatening the safety of persons.

- Maintain order and cleanliness in the workplace, especially concerning the occurrence of possible sources of injury.

- Participate in training provided by the Health and Safety department and submit to the specified knowledge verification.

- Follow the instructions given by the responsible staff of the faculty, including verbal instructions.

- Respect installed signs and warning boards in all areas of the faculty.

- Do not enter areas where entry is prohibited or permitted only to authorized persons.

- Use the designated paths and exits when moving around the faculty buildings. Proceed with a reasonable degree of caution.

- When working at heights, i.e. 1.5 m above the floor or terrain, use appropriate equipment (ladders, stairs, platforms) and personal safety devices, and work in pairs safely.

- Store and put away all objects, tools, equipment, waste, and anything else so that they are not a source of injury or accident. Do not hinder safe movement. Do not create obstacles on escape routes and exits.

- When working with chemical substances in the building (flammable and non-flammable), follow the instructions and regulations for this work. Use designated packaging, designated places, and specified furniture. Take care not to confuse a chemical substance with a food product by using the wrong packaging or placing it incorrectly. Store them in such a way that they cannot (even due to ignorance) cause health damage.

- After the end of the activity, put the workplace, equipment, or space in a safe state.

- Always have sufficient space for the activity to be carried out, ensure stability and strength, and pay preventive attention to the activities and the area.

- Use tools and assigned PPE complete, undamaged, and correct according to the activities' purpose.

- Protect body organs concerning possible danger.

- Smoking is prohibited in all buildings of the faculty.

Operation and work with electrical equipment:

- Persons without electrical qualifications can only operate simple electrical low voltage equipment so that the operator cannot come into contact with live parts. They can turn on and off simple electrical devices. While the electrical device is off, they can move and extend moving leads with connecting cords equipped with appropriate connecting parts (moving sockets and forks).

- Persons without electro-technical qualifications may only touch those parts of the equipment intended for operation.

- Persons without electro-technical qualifications may carry out maintenance work (cleaning, lubrication, routine inspections without disassembly using tools, etc.) but always only when the electrical equipment is switched off and according to the manufacturer's instructions.

- Tampering with electrical equipment can cause electric shock, fire, or explosion and is therefore prohibited.

- Before moving work, machines or appliances are connected to electricity. Mains via a movable supply with a plug, a safe disconnection from the mains must be carried out by pulling the plug out of the socket.

- When operating el. The equipment operator must follow the relevant manuals, instructions and local operating regulations to ensure that the equipment is not excessively overloaded or otherwise damaged. If a fault is detected during operation, switch off the device and report the fault to a supervisor. Damaged el. the device must not be used.

- In the event of static electricity in electrical and non-electrical devices, such as electrical sparks,

sizzling, or discharge, the supervisor must be notified of this condition.

First aid for an electric shock:

Anyone who has suffered an electric shock current should be under medical supervision. Even in the case of a minor injury, the victim must be taken to a doctor.

The procedure of rescue work:

- extricate the affected person from the reach of electricity. current,

- perform a breath check. If the affected person does not respond and does not breathe, it is necessary to start an indirect heart massage immediately,

- call a doctor,

- notify the relevant workplace manager as soon as possible.

The affected person can be freed from the range of electricity:

- by turning off the electric current (e.g. by pulling the cord from the electricity, turning off the circuit breaker),

- by moving the conductor,

- pulling the disabled person away,

- by breaking the wire,

- in all cases, the rescuer must remember to remove the insulation.

As soon as the affected person is freed from the reach of the electric current, the rescuer is obliged to provide him with first aid until the doctor arrives.

Indirect cardiac massage:

- Kneel to one of the affected person's sides.

- Place the wrist edge of one palm in the centre of the victim's chest, and place the other hand on top of the first.

- Place the fingers of the upper hand between the fingers of the lower hand.

- When massaging the heart, we use the weight of the upper half of the body. The elbow joints must be constantly stretched, and pressure is exerted on the sternum from top to bottom perpendicular to the mat with the entire upper half of the body.

- Fingers must not rest on the adjacent ribs. This leads to the transfer of pressure outside the sternum and consequently to a reduction in the effectiveness of heart massage, an increase in the risk of injury to the ribs and organs in the chest and abdomen.

- The depth of compression is 4-5 cm for an adult.

- Press and release should take the same amount of time. Two presses take a little more than 1s.

- The compression frequency remains 100/min. After each compression, the chest must be relaxed, but the hands do not lose contact with the trunk.

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