Business Fire Safety Advice

Keep your business safe and protected

If you are the 'responsible person' of a commercial premises, you are required under fire safety law to ensure your premises has adequate fire safety arrangements in place to keep people safe from fire.

Fire Safety Checks

Regularly reviewing the risks at your premises will help to identify what you need to do to prevent fire and keep people safe.

The following fire safety checks are not exhaustive, and completing this checklist does not count as a recorded fire risk assessment. If you would like more detailed guidance, please contact a member of our Business Fire Safety team.

☐ **Do you and your staff know what to do in the event of a fire?**
- Is someone nominated to call 999?
- Do staff know the building evacuation plan and where the fire assembly point is?
- Are staff expected to use fire extinguishers and if so, are they trained?
- Are any personal emergency evacuation plans needed for those with a disability?
- Have you completed a fire drill in the last 12 months?
- Do staff receive fire safety training on induction and regular refreshers?

☐ **Is your Fire Risk Assessment up-to-date?**

A Fire Risk Assessment should be completed by a competent person and is usually reviewed every 12 months, or where any changes have been made which affects the fire safety of the premises. Assessments will vary depending on building type, use and occupancy and will help:
- Identify fire hazards, including how a fire might start and spread.
- Identify people at risk.
- Evaluate, remove and reduce fire risks.
- Record findings, reviewing the emergency plan and training requirements.

☐ **Are all fire escape routes clear?**

- Escape routes should be free from furniture or excess stock and illuminated.
- Final exits should not be blocked or locked and should lead away to a place of safety.
- Appropriate signage should be used to indicate exits and fire actions.

☐ **Are internal fire doors maintained to ensure they are in good condition?**

- Do self-closing devices work?
- Are intumescent strips and smoke seals around the edge of the door frame undamaged?
- Do fire doors close correctly into the frame?
- Are any fire doors wedged or propped open?

Automatic fire door keep clear

☐ **Does your fire alarm work and can everyone hear it?**

- A fire alarm test should be carried out weekly using different call points. This should be recorded in a log book, along with an annual service by a suitably qualified fire alarm engineer.

⚠ If your fire alarm is connected to a call centre which calls the Fire Service, ensure they have accurate keyholder contact details, and let them know of confirmed false alarms to prevent unnecessary fire service attendance.

☐ **Do you have enough fire extinguishers for your premises?**
- Extinguishers should be checked weekly and have an annual service by a qualified engineer.
- Extinguishers should be of the correct type.

☐ **Are electrical systems tested and maintained?**
- Fixed electrical installations should be tested by a qualified electrician every five years.
- Portable electrical appliances should be checked for their electrical safety.
- Emergency lighting should be tested and annually serviced.

☐ **Is your business protected against arson?**
- Make sure your business premises are secure out of hours.
- Ideally all rubbish should be removed from site on a regular basis and stored securely until collection.
- Keep all entrances and exits of the building clear at all times.
- Stock should not be kept in excessive amounts.
- Lighting, CCTV and fencing will deter criminals.

Further information

For more business safety advice scan the QR code to visit our website, or email us at Protection-TFS@hwfire.org.uk

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