



Stay Safe Checklist for... businesses

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Ensure that you are up to date with the requirements of current fire safety legislation and in particular:

- ✓ Have a suitable and sufficient fire risk assessment, which has:
 - Identified sources of ignition and fuel and have eliminated, reduced, isolated, and controlled them as far as is reasonably practical.
 - Produced an emergency plan.
 - Ensured that employees know about the risks present in the workplace.
 - Ensured that they know what to do in the event of an emergency.
- ✓ Maintained the premises and any fire related facilities, equipment and devices

Important reminder: In determining through your fire risk assessment, the measures you will take to protect your staff and all other relevant people who may be affected by any fire, you should not rely on fire service intervention to assist in any way.

The following may be of assistance:

Evacuation procedures

- ✓ Have you suitable means of detecting any fire and raising the alarm?
- ✓ Do the people who use your buildings know how to get out in the event of an emergency?
- ✓ Have you recently checked your fire escapes are clearly signed and accessible and that your fire-safety equipment is in proper working order?

Lifts

- ✓ When did you last have your lifts serviced?
- ✓ Does everyone know who to call if your lift breaks and how long it would take for them to respond?
- ✓ Does the lift alarm system work?

Note: Unless specifically designed and constructed as an “Evacuation Lift” – lifts should not be used in case of fire – the above advice is given to help ensure that people are not trapped in lifts by breakdown outside of any fire situation.

Safety and security

- ✓ Are your premises ever unattended? If so, when did you last check security measures?
- ✓ If you store any dangerous substances, are they being kept in an appropriate manner?
- ✓ Have you checked recently for any fire risks such as large amounts of rubbish or recycling close to buildings?

Automatic Fire Alarms

- ✓ Have you got suitable procedures to quickly and safely investigate the cause of a fire alarm going off before calling the Fire & Rescue Service?
- ✓ Does everyone know how to contact the engineer if the alarm goes off when there is no fire?