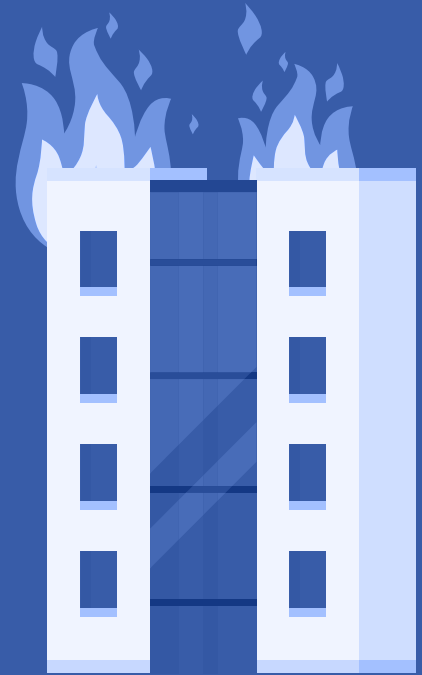


HOW TO MAKE A FIRE SAFETY PLAN

**8 STEPS TO KEEPING
YOUR PEOPLE &
PREMISES SAFE**

NOBODY WANTS TO THINK ABOUT THE DAMAGE AND DISRUPTION A FIRE CAN CAUSE, BUT FOR MANY PEOPLE, PARTICULARLY EMPLOYERS, IT IS A LEGAL REQUIREMENT TO HAVE AN APPROPRIATE FIRE SAFETY PLAN IN PLACE.



Why are fire escape plans important?

Fire damage can be devastating to a business, resulting in huge financial loss, delays in work, and perhaps even serious injury or death. That's why creating a fire escape plan suitable for your business is so important, and something we aim to help with in this guide.



Key things to consider



1 Ensure your Responsible Person knows what they're responsible for

BOTH THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005 AND THE HEALTH AND SAFETY AT WORK ACT 1974 STATE THAT THE RESPONSIBLE PERSON IN CHARGE OF A NON-DOMESTIC BUILDING MUST ENSURE THAT THE BUILDING IS MAINTAINED TO PROVIDE A SAFE WORKING ENVIRONMENT FOR STAFF AND VISITORS TO THE SITE.



All fire doors, fire dampers, AOV alarm systems and suppression systems that are part of the fire strategy you create must be maintained and regularly tested to ensure the fire integrity of the building at all times.



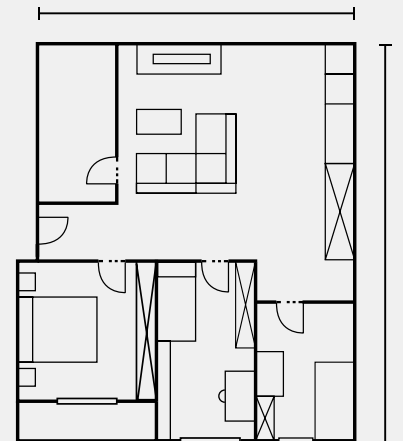
2 Carry out a fire safety risk assessment

THE FIRST STEP IN CREATING YOUR ESCAPE PLAN SHOULD BE TO CARRY OUT A FIRE RISK ASSESSMENT, WHICH IS A LEGAL REQUIREMENT FOR ALL NON-DOMESTIC PREMISES. THIS MUST ALSO BE FORMALLY DOCUMENTED FOR COMPANIES WITH FIVE OR MORE WORKERS.

You should only complete this assessment if you are a 'competent person' - if you don't have the time, knowledge or confidence to do the audit yourself, you should employ the services of a third party, certified fire safety partner.

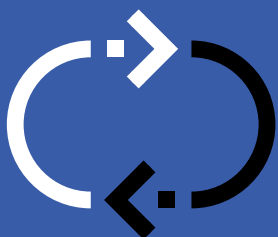
3 Set out a full-premise compartmentation strategy

COMPARTMENTATION IS KEY TO SUCCESSFUL AND COMPLIANT PASSIVE FIRE PROTECTION. BY IDENTIFYING FIRE 'BARRIER' ZONES, AND INSTALLING FIRE RESISTANT DOORS AND WALLS IN THE RIGHT PLACES, YOU CAN PREVENT FIRE, SMOKE AND HARMFUL FUMES SPREADING FROM ONE AREA OF YOUR BUILDING TO ANOTHER, AND BUY PRECIOUS TIME FOR EVACUATION IF A BLAZE EVER BREAKS OUT.



4 Put a regular service schedule in place

IT IS ALSO A LEGAL REQUIREMENT FOR BUSINESSES TO HAVE REGULAR INSPECTIONS AND CHECKS FOR KEY EQUIPMENT INCLUDING ALARMS, LIGHTING AND DOORS TO ENSURE IT IS SAFE.



Routine maintenance – ideally as part of a contracted plan – should be in place for all fire doors, alarms, and emergency lighting systems to make sure they are always working as they should be and legally required checks do not lapse.



5

Train all Responsible Persons – and other staff

PART OF AN ESCAPE PLAN SHOULD BE PROPERLY OUTLINING EVACUATION PROCEDURES AND DRILLS. THE RIGHT THIRD PARTY FIRE PARTNER WILL BE ABLE TO HELP BUSINESSES PLAN THESE PROTOCOLS, AND ALSO PROVIDE TRAINING, BOTH ONLINE AND OFFLINE, TO THE APPROPRIATE MEMBERS OF THE BUSINESS.

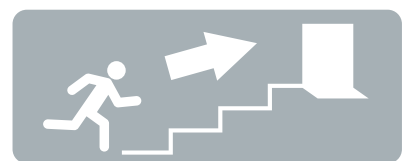
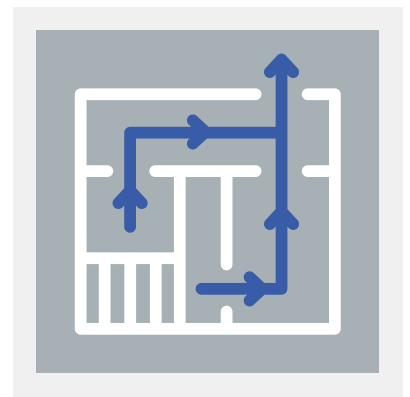
It's a good idea to assign a 'monitor' or steward for each floor of the building to make sure everyone gets out safely, as well as delegating tasks such as calling the fire brigade to one trustworthy person.

6

Create an emergency evacuation plan

IT IS CRUCIAL TO NOTE AND SHARE ALL POTENTIAL ESCAPE ROUTES IN THE ESCAPE PLAN, AS CHANCES ARE ONE OF THEM COULD BECOME BLOCKED IN THE EVENT OF AN EMERGENCY. WHERE POSSIBLE, MAP OUT ESCAPE ROUTES FOR EACH FLOOR, TAKING CARE TO NOTE THE LOCATION OF THE NEAREST FIRE EXTINGUISHER, FIRST AID KIT, AND THE MEETING POINT.

Consider innovations like AOV systems, which can keep your stairwells and corridors clear of smoke and fumes in emergencies.



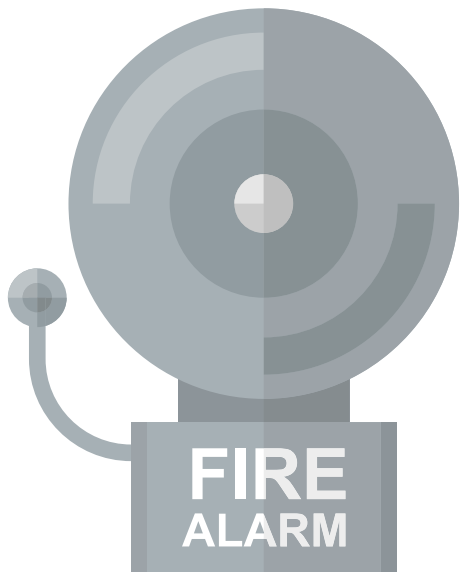
7

Practice your fire escape plan

PLANNING THE EMERGENCY ESCAPE ROUTE IS JUST THE FIRST STEP - IT IS EQUALLY IMPORTANT TO PRACTICE THE PLAN REGULARLY TO ENSURE ALL MEMBERS OF STAFF ARE FAMILIAR WITH WHAT TO DO IF THEY HEAR THE SMOKE DETECTORS GOING OFF. THEN, IF THE REAL THING EVER DOES HAPPEN, EVERYONE IS MORE LIKELY TO BE ABLE TO ACT QUICKLY WHILST REMAINING CALM.



Training is recommended periodically to ensure the plan is followed as 'second nature' – especially if your business operations and/or staff have changed due to Coronavirus.



8

Put preventative measures in place

PLANNING ESCAPE ROUTES AND EXITS IS IMPORTANT, BUT TAKING STEPS TO ACTIVELY REDUCE THE RISK OF A FIRE BREAKING OUT IS EQUALLY CRUCIAL. ENSURE SMOKE ALARMS ARE TESTED REGULARLY, CHECK FIRE EXTINGUISHERS TO ENSURE THEY ARE SUITABLE AND UP-TO-DATE, AND SCHEDULE REGULAR INSPECTIONS AND CHECKS FOR KEY EQUIPMENT IN YOUR CALENDAR.

Ideally, a service contract should be in place to take away any need to 'manually' remember to do these things, but if you don't want to commit to such a plan, the next best approach would be to schedule in regular one-off site surveys for the next 12 months.



If you need support in any aspect of fire safety planning, contact TFS today. From fire risk assessments and one-off safety audits to installation and breakdown cover, we can help you address all your safety and compliance obligations.

