

A guide to making your non-domestic premises safe from fire.

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At Red Box Fire Control we're in the business of saving lives.

With 35 years' experience, we know people, property, and assets are just as important in non-domestic premises as they are at home.

Here are some key pointers from the government to help you achieve fire safety in your shops, offices, factories, pubs and hotels, cinemas, and holiday homes.

Remember, fire safety isn't a choice, it's the law!

Conduct a fire risk assessment

A fire risk assessment is essential to identify potential dangers. This involves determining the likelihood of a fire and assessing the impact it could have on people and property.

Unless you really know what you're doing, employ a professional to carry out the assessment. Regularly review and update it.

Implement Fire Safety Measures

There's no point in risk-assessing your property if you don't act on the findings. Implement appropriate fire safety measures to reduce fire risk, and the damage and pain caused by it. These measures could include:

- Installing and maintaining fire and smoke alarm systems.
- Making sure of a safe and fool proof escape plan, such as clearly marked exit routes and emergency lighting where required.
- Ensuring fire doors are self-closing, working perfectly, properly maintained, and kept free from obstructions. Never prop them open.
- Installing and learning to use fire-fighting equipment, such as fire extinguishers and sprinkler systems.
- Designating a safe assembly point outside the building and away from danger.



Train Employees and Occupants

Provide fire safety training to all employees, this should cover:

- The importance of fire safety and prevention.
- What to do in case of a fire. This is especially important for visitors who should be shown escape routes, fire exits and assembly points upon arrival.
- The proper use of fire-fighting equipment.

Create an emergency plan

Develop a comprehensive emergency plan of action that outlines the procedures to follow in case of fire. This should encompass:

- Obeying your designated fire wardens who will be trained in fire safety.
- Evacuation procedures, including special arrangements for individuals with disabilities.
- Knowing how to alert the fire and rescue services.
- The location of fire-fighting equipment and fire safety features.

Regularly inspect and maintain fire safety equipment

Regularly inspect and maintain fire detection systems, fire doors, emergency lighting, and fire-fighting equipment to ensure they are in proper working order.

Maintain documentation

Keep records of your fire risk assessment, emergency plan, and any maintenance or training activities. This documentation will help show you're across fire safety regulations and provide valuable information for future assessments.

Keep your documentation safe, and your emergency procedures under regular review.

Best housekeeping practices

These should include:

- Storing flammable materials safely and away from heat.
- Keeping escape routes and exits clear of obstructions.
- Regularly removing waste materials especially paper and cardboard.
- Ensuring electrical equipment is in good working order. These items should be Portable Appliance Tested (PAT) at least once a year.

Communicate with other occupants

If your premises are shared with other businesses, be sure to communicate and cooperate to make sure everyone is aware of fire safety measures and emergency procedures.

Remember, fire safety saves lives. Following our advice and regularly reviewing your fire safety measures, will ensure a safer environment for your business premises.