

DRAFT – not government policy

PHOTOS OF SMALL NON-DOMESTIC PREMISES

**A SHORT GUIDE
TO
MAKING YOUR PREMISES SAFE FROM FIRE**

**A Guide to Compliance with Fire Safety Law for Those Responsible
for Fire Safety in Small Non-Domestic Premises.**

PHOTOS OF SMALL NON-DOMESTIC PREMISES

FOREWORD

Information about this Guide

This Guide was drafted for the Home Office by C.S. Todd & Associates Ltd and has been published after extensive consultation with key stakeholders in the fire and business sectors. The Guide is an “entry level” companion to other Home Office guidance documents for larger premises, listed at the end of this Guide, which should be used for premises outside the scope of this current Guide.

The Guide is intended to support the application of the Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2021.

Status of this Guide

This Guide has been produced, in part, to satisfy the obligation of the Secretary of State under fire safety legislation to produce guidance to assist responsible persons to satisfy their duties under the legislation. As such, it is endorsed by the Minister responsible for the legislation.

This Guide takes the form of guidance and recommendations, rather than “rigid” rules. You should ensure that the fire safety measures for which you are responsible in your premises are adequate and proportionate by carrying out a suitable and sufficient fire risk assessment, as required by legislation.

Acknowledgements

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1. INTRODUCTION

This short guide has been published to provide simple and practical advice to assist persons responsible for fire safety in small, non-domestic premises to comply with fire safety legislation¹ and make their premises safe from fire.

Fire safety legislation imposes a general duty of fire safety care on employers and persons who have control of premises to ensure the safety of employees and the safety of people visiting your premises, including members of the public, contractors, etc. This includes taking steps to reduce the likelihood of a fire starting and making sure that, in the event of a fire, people can evacuate to a place of safety.

Fire safety legislation requires that you undertake a fire risk assessment to identify the risk of fire to people in your premises, and to enable you to take reasonable measures to protect people by ensuring that they can escape to a place of safety outside the premises in the event of a fire.

The fire and rescue service within your area are normally responsible for the enforcement of fire safety legislation. Although fire and rescue services cannot undertake a fire risk assessment for you, many services do provide advice and support for small businesses. Additional information can be found online at your local fire and rescue service website.

If your premises are located within a larger, multi-occupied building with other businesses, there is likely to be more than one person with responsibility for fire safety in the building or parts of the building. In these circumstances, you are required to co-operate with, and co-ordinate your actions with, other occupiers, as well as other persons such as managing agents and landlords, who may be responsible for common parts and/or common facilities in the building. This will generally involve coordination of your fire safety measures with others, taking part in organised fire drills and following common evacuation procedures.

This short Guide is not intended to provide a detailed interpretation of fire safety legislation. For the exact requirements imposed by the legislation, legal terminology and its definitions, reference should be made to the legislation itself. The Guide largely avoids the use of legal terminology, but provides practical guidance on actions that should be taken to satisfy the legislation.

Various measures that might be identified as necessary by application of this Guide might need the services of third parties, such as contractors who can carry out work on, for example, fire detection and alarm systems, fire-resisting doors and other fire protection systems. It is important that you ensure that such contractors are competent to carry out the work for which they are engaged, as the ultimate responsibility for compliance of their work with fire safety legislation rests with you.

Scope of this Guide

This Guide is intended for use in small premises that have simple layouts, limited fire risks and a small number of employees, customers, and visitors.

¹ The Regulatory Reform (Fire Safety) Order 2005 (as amended) and the Fire Safety (England) Regulations 2021.

This includes small premises used as shops, offices, factory units and similar workplaces, hospitality venues, etc. Typical examples are newsagents, hairdressers, food outlets, small bars and restaurants, workshops, community halls and similar types of premises.

This guidance is limited to premises consisting of not more than a basement, ground and first floor, in which:

- the area on any floor does not exceed 280m²;
- the maximum distance that anyone will need to walk from any point in the building to an exit to open air is not more than 25m;
- on each floor, there is relatively clear vision across the floor area;
- there are no hazardous processes, particularly those involving storage or use of dangerous substances, such as highly flammable liquids;
- there are no cooking processes sited such that there would be potential to prevent escape in the event of fire;
- no one sleeps on the premises.

This Guide is not appropriate if:

- your premises fall outside the scope described above; or
- the design of fire precautions in your premises differs materially from those recommended in this Guide.

Under either of the above circumstances, you should base the fire precautions in your premises, and your fire risk assessment, on the Home Office guides detailed in Section 6 of this guide.

2. YOUR RESPONSIBILITIES

If you are a person with responsibility for the premises, under fire safety legislation, you must:

- carry out a fire risk assessment of your premises and document your findings;
- ensure that adequate fire safety measures are provided;
- maintain those fire safety measures;
- have adequate fire procedures to ensure employees and visitors are aware of what to do in the event of fire, and that they understand the fire safety measures within the building;
- co-operate with any other person who has duties under fire safety legislation to co-ordinate the fire safety measures for which each of you is responsible;
- keep your fire risk assessment and fire safety measures under regular review.

3. FIRE RISK ASSESSMENT

The fire risk assessment involves a comprehensive inspection of the premises to identify potential fire hazards, to ensure that there are adequate measures to prevent fire starting and that there are adequate fire protection measures to keep employees, visitors, contractors, and others who are lawfully on the premises, safe from fire.

In the case of small premises, preparation of a fire risk assessment is often a matter of common sense and can be completed, without specialist knowledge, by following the simple steps set out in this Guide. However, if you do not feel confident to do so, you should engage the services of a competent fire risk assessor².

The findings of your fire risk assessment should be recorded and kept available for inspection by the enforcing authority (normally the fire and rescue authority). The record should include actions to be taken to mitigate the risk. This should be recorded within an “action plan” incorporated within the fire risk assessment.

A fire risk assessment template for undertaking and recording the findings of your fire risk assessment is given in the Appendix.

4. FIRE HAZARDS

A fire hazard is anything that has the potential to start a fire, or to contribute to a fire, such as ignition sources or an unnecessary build-up of combustible materials. If you identify any fire hazards, you should either remove the hazard or, if this is not feasible, take measures to reduce the risk to people.

The following sub-sections discuss fire hazards that are commonly found within small premises and provide examples of control measures that can be used to reduce the risk.

² A Guide to choosing a Competent Fire Risk Assessor. Version 3. 01/10/20. Fire Sector Federation. Available for download from: https://www.nationalfirechiefs.org.uk/write/MediaUploads/Grenfell/FSF_Guide_October_20.pdf

Electrical installations and equipment

Electrical equipment and wiring are common causes of fire.

The electrical installation in your premises should be subject to inspection and test by a competent person³ at least every five years. Any work on the electrical installation should be carried out only by a competent person.

Portable electrical appliances should be subject to periodic in-house inspection and testing (previously known as portable appliance testing) in accordance with the IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment⁴.



The use of extension cables, trailing leads and adaptors to power portable appliances should be avoided wherever possible.

Smoking

Smoking in non-domestic premises is prohibited by law; you should, therefore, ensure that employees, visitors and anyone working in the premises are aware of this.

Persons who wish to smoke should do so clear of the premises and suitable provisions, such as fire safe bins, should be provided for the safe disposal of smokers' materials.

'No smoking' signs should be displayed as appropriate.

In carrying out regular inspections of your premises, you should look for any signs of illicit smoking in storerooms, ancillary rooms, and other "hidden" areas.



Arson

Good physical security and vigilance by both management and employees is important to reduce the risk of arson.

You should make sure that combustible materials, refuse and recycling bins are kept clear of the premises (in particular, close to any windows or openings) and/or kept in a secure store or compound.

External stores and plant rooms should be kept locked to prevent unauthorised access.

³ An example of a competent person would be an electrical contractor certificated by the National Inspection Council for Electrical Installation Contracting (NICEIC) or a member of the Electrical Contractors Association (ECA).

⁴ IET Code of Practice for In-service Inspection and Testing of Electrical Equipment. Fifth Edition.

Heating

Heating systems should be subject to annual maintenance by a competent person.

The use of portable heaters should be avoided as far as possible. If used, follow the manufacturer's guidance on their safe use and only use heaters fitted with automatic cut-off switches.



Do not place heaters close to combustible materials or place them on exit routes.

You should avoid the use of more hazardous types of heaters, such as radiant bar fires or lpg heaters.

Cooking

Suitable measures should be taken to prevent fires as a result of cooking or re-heating food.

Never leave cooking unattended, ensure appliances are kept clean, maintained in good condition, and operated in accordance with manufacturer's instructions.

Any filters or ducts, over cooking appliances, should be cleaned on a regular basis to avoid the build-up of flammable deposits.

Housekeeping



Good, day-to-day housekeeping is fundamental to reducing the risk from fire.

Combustible materials should be kept clear of ignition and/or heat sources.

Particular attention should be paid to areas such as storerooms and cupboards that contain ignition sources and sources of heat.



Escape routes should be kept clear of combustible materials or storage.

Contractors

Fire safety controls and conditions should be imposed on contractors carrying out works on the premises to reduce the risk of fire during maintenance and/or building works.

This might, in some cases, include the issue of work permits and/or hot work permits to control higher risk activities.

Dangerous Substances

If you use or store dangerous substances, such as flammable liquids or materials, you will need to ensure they are used and stored safely to reduce the risk of fire.



Further guidance is available from the HSE publication, “*A brief guide to the Dangerous Substances and Explosive Atmospheres Regulations*”⁵

5. FIRE PROTECTION MEASURES

Having identified any potential fire hazards and assessed whether or not the existing control measures are adequate to stop fires from happening, the next step is to consider what would happen if a fire did start.

‘Fire Risk’ is commonly defined as the combination of the likelihood that a fire will start and the consequences a fire will have on the safety of people in the premises.

The risk determines the level of fire protection measures required in your premises to ensure the safety of people. Factors to consider include:

- the number and location of fire exits;
- whether a fire alarm system is needed;
- whether any fire alarm system should incorporate any fire detection;
- the need for any fire exit signs;
- the need for emergency escape lighting;
- the need for fire extinguishers.

Generally, the higher the risk, the more fire protection measures you will need to make your premises safe from fire. Equally, in lower risk premises, you may find that you need no additional measures.

The assessment of risk is, therefore, fundamental to the way in which the law governing fire safety in premises operates. It has been recognised, particularly in small premises, that the people best placed to assess risk are the people who operate and have control of the premises.

Guidance and recommendations on fire protection measures that have been included in this Guide are, therefore, not to be regarded as being prescriptive standards that must be followed.

The recommendations made are simply indicative standards that may commonly be needed in small premises to comply with fire safety legislation and make them safe from fire. They are generally applicable to typical situations in well-managed premises where the fire risk is low, and which require the provision of limited levels of fire protection measures to ensure people are safe from fire.

Means of Escape

The two main factors that determine if people can safely evacuate your premises in the event of a fire are:

⁵ Controlling fire and explosion risks in the workplace. A brief guide to the Dangerous Substances and Explosive Atmospheres Regulations. Published by the Health and Safety Executive. 01/13 INDG370(rev1). www.hse.gov.uk/pubns/indg370.htm.

- the number and location of exits that lead to a place of safety clear of the premises; and
- how far people need to travel to reach an exit (“travel distance”).

The shorter the distance of travel and the more exits there are the better. The distances of travel specified below should not be viewed as prescriptive distances that need to be met in each of the premises described below. They are approximate distances that can be varied, dependent on the risk, and can be measured approximately by the number of large steps it takes to reach a fire exit door.

Typical maximum travel distance

- a) Premises consisting of a ground floor, a ground and first floor or a ground floor and basement: 25m measured from any part of the premises to a final exit door that leads directly to a place of safety, clear of the premises (see Figures 1 and 2 below). There is no requirement for the stairway serving first or basement floors to be enclosed in fire-resisting construction (see Figures 3 and 4 below).

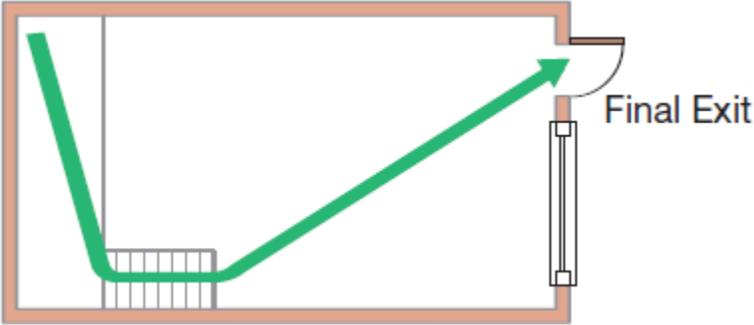


Figure 1 – Ground floor, single exit

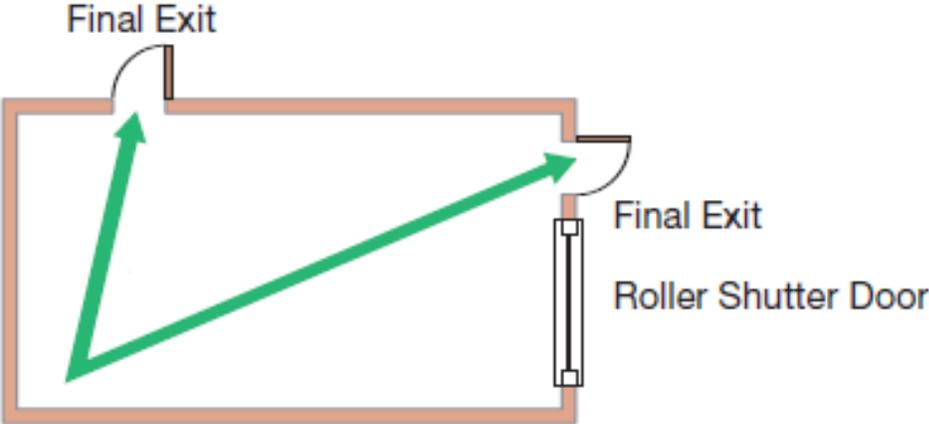


Figure 2 – Ground floor, alternative exit

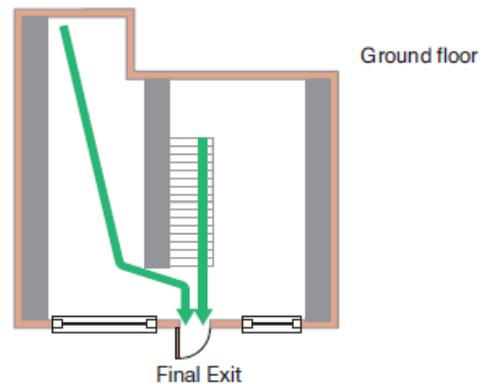
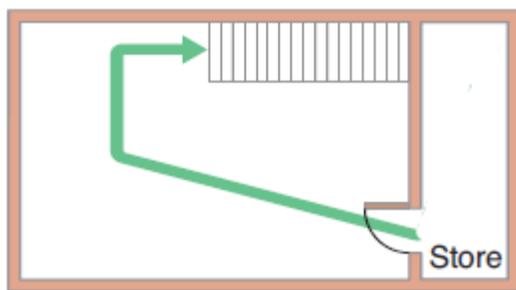
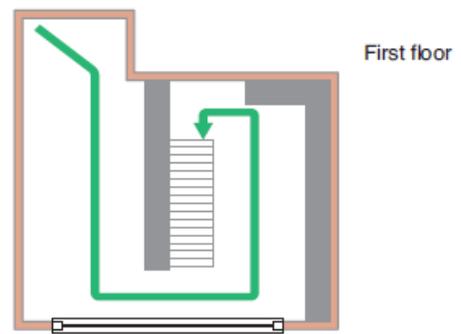
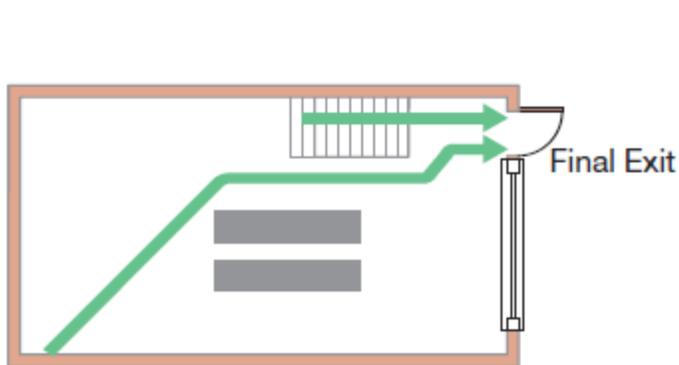


Figure 3 – Ground and basement

Figure 4 – Ground and first floor

b) Premises consisting of ground, basement and first floor:

25m measured from any part of the premises to a final exit door that leads directly to a place of safety, clear of the premises. Where there are separate stairways leading to the basement and the first floor, either the stairway from the basement to ground floor level, or the stairway from first floor to ground floor, should be enclosed in fire-resisting construction. The stairway that is enclosed should incorporate, within the enclosure, a door leading directly to open air (see Figure 5). Where there is a single, continuous stairway serving the three floors, the entire stairway should be enclosed in fire-resisting construction; within the stairway enclosure, there should be an exit direct to open air (see Figure 6).

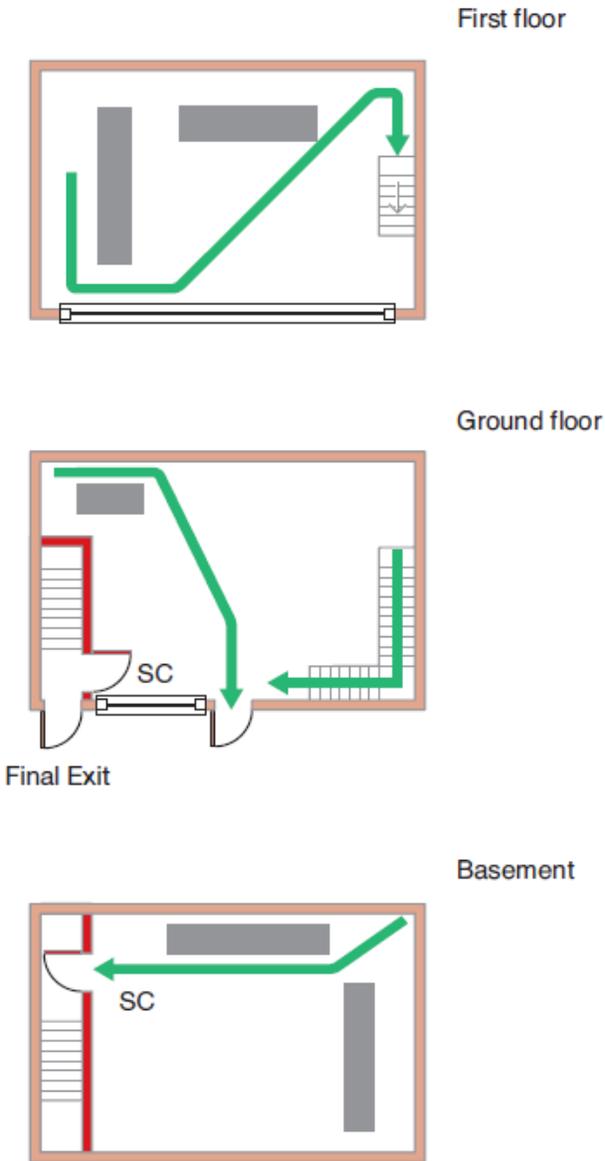


Figure 5 – Separate staircases

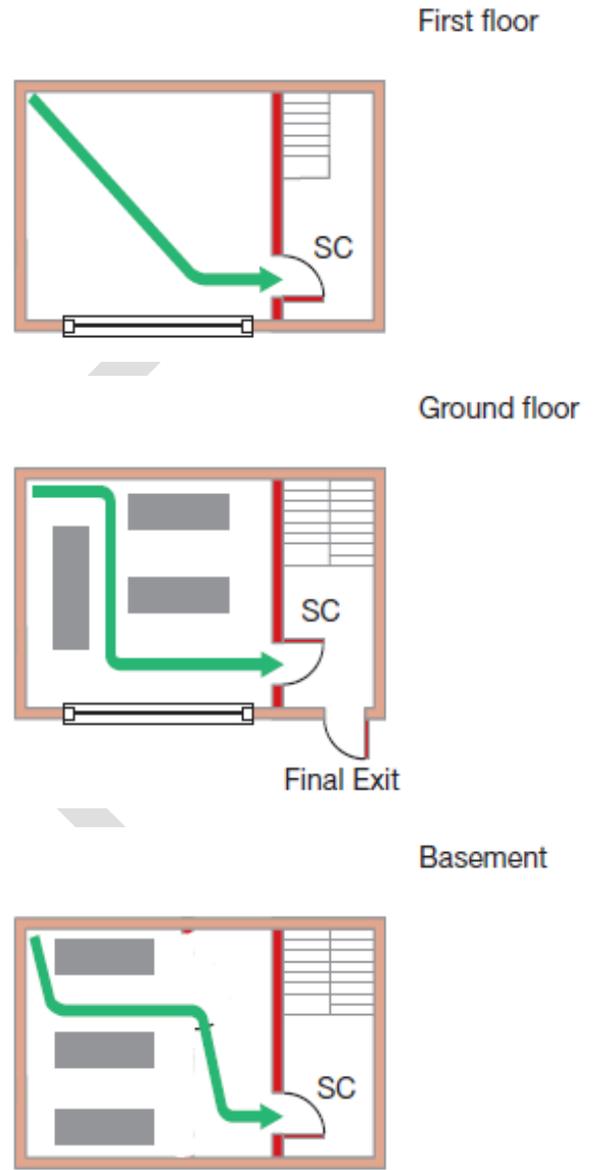
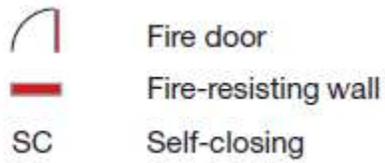


Figure 6 – Single staircase



Protection of Escape Routes

In most small premises of not more than two floors that meet the maximum travel distance suggested above, there will be no requirement for any additional fire protection, such as fire-resisting partitions or doors, to safeguard escape routes.

In premises of three floors, the enclosed stairway described in b) above should be enclosed in construction providing a fire resistance of 30 minutes (e.g. a layer of 12mm plasterboard fixed to each side of timber studwork). The doors opening onto the stairway should similarly provide 30 minutes' fire resistance and be fitted with self-closing devices.

Modern fire doors have a fire resistance of at least 30 minutes when subjected to the current fire resistance test. In these doors, intumescent strips are fitted in the edges and top of the doors or frames; the strips swell when subjected to fire and seal the gaps around the doors. These are normally combined with smoke seals to prevent the passage of smoke through the gaps between the door and frame; these look like draught seals. Doors fitted with combined strips and smoke seals are known as FD30S doors, the number representing the period of fire resistance in minutes and the 'S' suffix indicating the presence of a smoke seal.

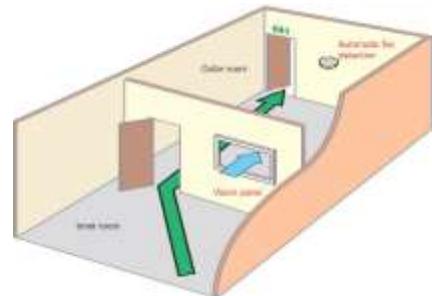
The term 'notional fire door' is often used to describe an older fire door that was tested to an earlier fire resistance test. Such doors are not usually fitted with intumescent strips and smoke seals. However, providing they are in good condition and a good fit in their frames, notional fire doors will, in most cases, provide an adequate level of fire protection in small premises and would not generally need to be changed. Such doors would be of solid construction, approximately 44mm thick and they generally close onto 25mm rebates.

However, if the existing doors are not fire resisting, they would need to be replaced with new FD30S self-closing doors.

Inner Rooms

If you have room/s in your premises that are used by staff or visitors, where the only way out is through another room, a fire in the outer room may prevent people in the inner room from escaping. To avoid this, inner rooms should be provided with one of the following:

- a vision panel between the two rooms to allow the occupants of the inner room to see if a fire starts in the outer room; or
- a smoke detector/s fitted in the outer room that will be audible in the inner room to give the occupants an early warning of a fire in the outer room. (See "Means of Giving Warning in the Event of a Fire" below.)



This does not apply if the inner room is used solely as a storeroom or plant room, or to any similar rooms not in continuous occupation.

Fire Exit Doors

In most small premises with limited numbers of people, the normal entrance and exit doors in everyday use by staff or members of the public will be sufficient for use in an emergency.

A standard single exit door, nominally 850mm wide, would be adequate for the safe evacuation of 60 people (100 persons if the door opens in the direction of escape).

No additional measures would normally be required over and above the need to ensure that:

- the doors are not locked so that they can be easily opened in an emergency without the use of a key or code; and
- the doors remain unobstructed; and
- the doors lead to a place of safety, clear of the premises.

Photo of door lock that is easily openable without the use of a key or code.

Photo of door that is locked with a padlock, bolt, keypad, etc (bad practice)

Means of Escape for Disabled Persons

Adequate arrangements should be made for the safe evacuation of disabled employees and any other disabled persons on the premises.

Ideally, any arrangements and/or adaptations made to the premises should allow disabled people to escape unaided in the event of a fire.

Personal emergency evacuation plans (PEEPs) should be discussed and agreed with each employee.

Generic evacuation plans should also be considered for the safe evacuation of visitors and members of the public who may require assistance.

More detailed information on means of escape for disabled people can be found in the HM Government Guide '*Fire safety risk assessment: Supplementary guide – Means of Escape for Disabled People*'⁶.

Fire Exit Signs

In most small premises covered by this Guide, the fire exits and escape routes are likely to be obvious and in everyday use. It will not normally be necessary to provide any fire exit signage, particularly in premises with a single exit.

⁶ Guidance. Fire safety risk assessment: means of escape for disabled people. Home Office. Published 29 March 2007.

In premises with more than one escape route that is not used on a regular basis, some fire exit signage may be necessary, particularly if the routes to alternative exits are not obvious.

Emergency Escape Lighting

In general, if you need artificial lighting to see your way out of the premises, you will need emergency escape lighting.

However, in most small ground floor premises covered by this Guide, with adequate external borrowed lighting, there will, generally, be no requirement for emergency escape lighting.

In all other premises covered by this Guide, emergency escape lighting should be provided to illuminate exit routes when the normal artificial lighting fails.

Emergency escape lighting should be provided to clearly illuminate exit doors and exit routes, including staircases, corridors and areas without natural lighting, such as basements.

Means of Giving Warning in the Event of a Fire

In single storey premises with open plan layouts and small numbers of people, who would become aware of a fire without delay, the alarm could be raised by word of mouth (i.e. shouting "FIRE"). Alternatively, the alarm could be raised manually, using a hand-operated bell or siren.

In premises of more than one storey, where the above method of giving warning would be unreliable or otherwise unsatisfactory, an electrical fire alarm system will be necessary. Such a system comprises 'break glass' call points and fire alarm sounders, connected to a control panel.

In premises of more than one storey, where a fire might start and be undetected in its early stages, prior to compromising escape routes, the fire alarm system might need to incorporate automatic fire detectors (generally smoke detectors or, in the case of kitchens or other rooms in which smoke detectors would cause false alarms, heat detectors).



In premises that do not have, and do not generally need, an electrical fire alarm system, but have inner rooms without adequate vision to the associated access room, interlinked mains-powered smoke alarms might provide an early warning of a fire to occupants of an inner room.

Fire Extinguishers

It is recommended that a means of "first aid" firefighting is provided. Fire extinguishers are not only beneficial in tackling a fire in its early stages, to ensure the safety of people, they also help to protect your premises from loss and damage.

A water-based fire extinguisher should be provided to deal with fires in combustible materials. A carbon dioxide extinguisher should also be provided to deal with fires involving electrical equipment. (Some "multi-purpose" fire extinguishers are capable of dealing with both types of fire.)

Photo of water and CO² extinguishers in situ in premises

In most premises covered by this Guide, a water-based extinguisher (possibly supplemented by a carbon dioxide extinguisher) on each floor level would normally be considered adequate.

If there is risk from cooking, involving fat fryers or similar equipment, a fire blanket and a “Class F” fire extinguisher (which is a type of extinguisher specifically intended for use on burning fats and oils) should be provided in the kitchen or cooking area.

You should make yourself and your staff aware of the type of fire extinguishers you have on your premises, for which fires the extinguishers can be safely used and how to use the extinguishers safely. It is important that employees are aware of the circumstances in which they should not attempt to tackle a fire.

Most modern fire extinguishers are simple to use and the instructions on the safe use of the extinguisher are clearly written on the extinguisher itself. However, if in doubt, employees should not put themselves or anyone else at risk, but simply raise the alarm, leave the premises, and call the fire and rescue service.

Fire Procedures – Fire Action Plan

A suitable set of fire procedures should be developed to ensure staff and visitors are made aware of the action they need to take in the event of a fire.

In small premises covered by this Guide, a simple fire action plan for staff and visitors will be all that is required. The plan should set out the action that should be taken on discovering a fire, and on hearing the fire alarm (if provided), to ensure staff and visitors safely evacuate the premises without delay and call the fire and rescue service.

In premises of more than one storey, fire action notices should be provided in prominent areas to provide information on the action to take in the event of a fire.

Staff Training

It is important that all staff are made aware of the risk of fire in the premises and the action to take in the event of a fire, not only for their own safety, but for the safety of customers, visitors, etc, as well.

All staff should receive fire safety instruction and training when first employed and this should be refreshed periodically thereafter; such training should be relevant to the use, size and risk of the premises.

In most small premises, this will simply consist of taking staff through the fire procedures including making them aware of:

- any potential fire hazards and risks;
- the location of exits and the action they need to take in the event of a fire to ensure staff, customers and visitors evacuate safely;
- the safe use of fire extinguishers; and
- how to call the fire and rescue service.

Fire Drills

In many small premises with limited numbers of staff and simple layouts, it is not considered essential that you carry out a full fire evacuation drill each year.

As a minimum, you should, periodically, go through the fire procedures with your staff to make sure they are all familiar with their roles and the action they should take in the event of a fire.

However, carrying out periodic fire drills is a good way of testing the adequacy of your fire procedures and the understanding of staff. This will be particularly helpful in premises such as bars, restaurants and shops where staff are required to assist with the evacuation of members of the public.

If your premises form part of a larger multi-occupied building, with a number of other tenants, you will be required to take part in fire drills organised by landlords or managing agents.

Maintenance and Testing

It is important that the fire protection measures provided in your premises are maintained in good condition and in effective working order. Regular testing and maintenance procedures should be put in place, some of which you may be able to do yourself, while others may need to be carried out by a competent contractor.

A suitable record of testing and maintenance should be kept in the form of a log book or, alternatively, an electronic record.

A simple maintenance and testing check list, such as the example provided below, can be used to make sure items and equipment are checked and tested in accordance with current best practice guidance.

Daily checks

- Make sure all exit doors are unlocked at the start of each day and that exits can be easily opened.
- Make sure exit routes are not obstructed and are kept clear of storage.

Weekly checks

- Fire alarm systems should be tested using a different manual alarm call point each week, to make sure the system is operating, and that the alarm is audible throughout the premises.
- Fire-resisting doors fitted to stairways should be checked to ensure that they close effectively under the action of the self-closing devices fitted.

Monthly checks

- A functional test of all emergency escape lighting units should be carried out to make sure that they operate when test switches are activated.
- A test of any domestic smoke alarms should be carried out to make sure they operate.

Six-monthly checks

- Fire alarm systems should be inspected and tested by a competent contractor.
- Fire doors should be checked to make sure they remain in good condition, are not damaged, and remain a good fit in their frames.

Annual checks

- Emergency escape lighting should be inspected and tested by a competent contractor.
- Fire extinguishers should be inspected and tested by a competent contractor.

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6. REFERENCES

- CLG Fire Safety Guide No 1 Offices and Shops
- CLG Fire Safety Guide No 2 Factories & Warehouses
- CLG Fire Safety Guide No 6 Small & Medium Places of Assembly
- CLG Supplementary Guide - Means of Escape for Disabled People

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APPENDIX

FIRE RISK ASSESSMENT TEMPLATE

Responsible Person (Employer or person having control of premises)

Address of premises:

Assessor: Date of assessment:

Use of premises:

Number of floors:

Construction:

Number of employees: Maximum number of visitors:

ELECTRICAL INSTALLATIONS AND EQUIPMENT

Are fixed installations periodically inspected and tested every 5 years? Yes No

Are portable electrical equipment and appliances periodically inspected and tested at least every five years? N/A Yes No

Is the use of trailing leads and adaptors avoided where possible? N/A Yes No

SMOKING

Are adequate measures in place to stop people from smoking on the premises? Yes No

Are 'No smoking' signs provided? Yes No

Are suitable arrangements in place for those who wish to smoke outside the premises? N/A Yes No

ARSON

Are the premises adequately secured to prevent unauthorised access? Yes No

Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms? N/A Yes No

HEATING SYSTEMS AND PORTABLE HEATERS

Are fixed heating systems subject to periodic maintenance? N/A Yes No

Are portable heaters subject to periodic inspection and used safely? N/A Yes No

COOKING

Are adequate measures taken to prevent fires from cooking? N/A Yes No

Are filters and ductwork subject to regular cleaning? N/A Yes No

HOUSEKEEPING

Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste? Yes No

Are combustible materials kept separate from ignition and heat sources? Yes No

CONTRACTORS

Are suitable fire safety controls placed on contractors who undertake works on the premises? Yes No

DANGEROUS SUBSTANCES

Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances? N/A Yes No

OTHER SIGNIFICANT FIRE HAZARDS

Are there any other significant fire hazards in the premises? Yes No

If the answer to the above question is yes, please list each hazard and any control measure to reduce the risk of fire, in the box below.

MEANS OF ESCAPE

Are all escape routes kept clear of obstructions to enable people to escape safely? Yes No

Are all fire exits easily and immediately openable? Yes No

Are distances of travel considered reasonable? Yes No

Are suitable precautions in place for all inner rooms? N/A Yes No

In three-storey premises, is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors? N/A Yes No

Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises? N/A Yes No

EMERGENCY ESCAPE LIGHTING

Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting? N/A Yes No

FIRE SAFETY SIGNS AND NOTICES

Is there a reasonable standard of fire exit signage and fire safety signs? N/A Yes No

Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations? N/A Yes No

MEANS OF GIVING WARNING IN CASE OF FIRE

Is there a suitable electrical fire alarm system? N/A Yes No

Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate? N/A Yes No

MANUAL FIRE EXTINGUISHERS

Is there a reasonable provision of fire extinguishers? N/A Yes No

MANAGEMENT OF FIRE SAFETY

Has someone been appointed to manage fire safety? Yes No

Are procedures in the event of fire appropriate and properly documented? Yes No

Are all employees given regular instruction and training on the action to take in the event of a fire? Yes No

Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles? N/A Yes No

Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?

Yes No

Are monthly and annual testing routines in place for the emergency escape lighting? N/A

Yes No

Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors? N/A

Yes No

Are fire extinguishers subject to annual maintenance?

N/A

Yes No

Are records of testing and maintenance maintained?

Yes No

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ACTION PLAN

If any of the above boxes are ticked with a 'No', the deficiencies should be described below, along with proposed action for rectification.

Item	Deficiency	Proposed action	Timescale	Person responsible
1.				
2.				
3.				
4.				
5.				