



Fire Safety Advice for Business Owners / Tenants of workplaces to consider



Fire Safety Assessment

Do periodically review your 'Fire Safety Assessment' of your business – Thus ensure as a minimum the means of escape routes are CLEAR, AVAILABLE for USE, and there are NO OBSTRUCTIONS.



Fire Detection and Alarm System – Your in-built early warning system for your risk premises

- **Daily verified** by an appointed person within your premises – and recorded within your Fire Safety Register Logbook.
- **TEST IT TUESDAY - Weekly sound test** by an appointed person within your premises – and recorded within your Fire Safety Register Logbook.
- **Serviced and Maintained** by a suitably qualified competent person – 4no times per annum, typically every 13-weeks - and recorded within your Fire Safety Register Logbook.



Unwanted Fire Alarm Signals (aka AFA's) (UFAS) – Fire Detection and Alarm Systems provide an early warning of fire and are one of the most effective ways to keep your business, staff and customers safe in the event of a fire.

- Unfortunately, some signals from these life safety systems are not actual fires – they are false alarms often caused by cooking fumes, dust and/or a lack of maintenance. These unwanted fire alarm signals (UFAS) can result in 112 emergency response from our nearest available fire brigades - these unwanted fire calls put our firefighters at risk and is an unnecessary use of our limited resources.
- Duty holders (alarm monitoring companies / key holders) with responsibility for workplace premises should safely investigate a fire alarm before calling 112 emergency.



Fire Doors - The unforeseen risks and potential impacts of wedging open fire doors and/or disabling the fire door closers, increases the risk of fire spread and toxic fire gases and could impact on the means of escape from your premises.

- **Fire doors benefits** - they section off different parts of building during a fire – they have an inherent heat-resistance and strength – to contain a blaze to certain areas for a limited period of time. Proper use of fire doors can greatly reduce the amount of damage that a fire can cause.



- **Night-time routine** – close all doors as you leave your workplace for the evening – thus if there is an accidental fire event – it should be contained to the room of origin with fire and smoke damage limited.



Fire Drills and Announced Evacuations

- Practice your fire drills and escape plan periodically so that ALL employees and employers in your risk premises are aware of what to do.
- ALL employees and employers should be mindful of fire safety, fire safety management requirements and our collective duties + responsibilities with respect to our workplace fire safety precautions.



Emergency Lighting System – the visual handrail and way-finding systems for the building occupants

- **Weekly Visual examination** of the GREEN ESCAPE SIGNS – they must be lit 24/7/365 – maintained escape signage,
- **Serviced and Maintained** by a suitably qualified competent person – 4no times per annum, typically every 13-weeks - and recorded within your Fire Safety Register Logbook.

Fire Extinguisher – Portable First-Aid Firefighting Equipment

- **Visual Examination** of the items to ensure they are correct, in-place and available for use,
- **Annually serviced** by a suitably qualified competent person – and recorded within your Fire Safety Register Logbook.



Fire Safety Register Logbook

- The importance of a fire safety register logbook for your premises cannot be over emphasised – this is a record of your fire safety precautions as undertaken – for you to show to an Authorised Officer your compliance with the Fire Services Acts and other legislation.

