

WORKPLACE FIRE SAFETY CHECKLIST

If you're an owner of a commercial business or property, use the following handy checklist to ensure everything necessary is in place.

Alarm Systems

Install a fire detection and alarm system that is suitable for your size of establishment

Ensure that weekly alarm tests are conducted, along with bi-annual fire drills

Fire Wardens & Procedures

Draw up fire safety procedures and make sure they are regularly updated

Remember to take into account number of employees, visitors and people with disabilities, when designing escape routes and plans

Designate the role of fire warden to one or more employees, ensuring they receive specialist training

Ensure fire wardens run frequent checks of equipment and update the log book

Fire Safety Equipment

Purchase an adequate number of fire extinguishers of the correct types, and position them appropriately

Ensure emergency lighting and signage is installed suitably and frequently-maintained

Monitor fire doors and check they are always kept closed and obstruction-free

Place evacuation plans in prominent places

Other

Check and maintain your electrical system regularly to apprehend faults before they become a problem

Store combustible materials away safely in well-ventilated areas



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