

Reducing Sources of Ignition

- Remove unnecessary sources of heat from the workplace or replace them with safer alternatives.
- Ensure that use of heat-producing equipment follows the manufacturers' instructions and is properly maintained.
- Install machinery and equipment which has been designed to minimise the risk of fire and explosions.
- Replace naked flame and radiant heaters with fixed convector heaters or a central heating system.
- Ensure that all electrical fuses and circuit breakers etc are of the correct rating and suitable for the purpose.
- Ensure that sources of heat do not arise from faulty or overloaded electrical or mechanical equipment such as overheating bearings.
- Keep ducts and flues clean
- Where appropriate, operate a permit to work system for maintenance workers and contractors who carry out hot work involving processes such as welding or flame cutting.
- Operate a safe smoking policy in designated smoking areas and do not allow smoking elsewhere.
- Do not allow matches, lighters and other naked flames in high fire risk areas.
- Ensure that all equipment that could provide a source of ignition even when not in use is left in a safe condition.
- Make sure that any smouldering material including smokers material, is properly extinguished before leaving the workplace.
- Take precautions to avoid the risk of arson.

Minimising the potential for fuel for a fire

- Remove flammable materials and substances, or reduce them to what is needed to run the business
- Replace materials and substances with ones that are less flammable;
- Ensure flammable materials, liquids (and vapours) and gases are handled, transported, stored and used properly;
- Ensure safe separation distances between flammable materials;

- Store highly flammable substances in fire-resisting stores and, where necessary, keep a minimum quantity in fire-resisting cabinets in the workroom;
- Remove, cover or treat large areas of flammable wall and ceiling linings to reduce the rate of flame spread across the surface;
- Replacing or repairing furniture with damaged upholstery where the foam filling is exposed;
- Ensure that flammable waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of;
- Take action to avoid storage areas being vulnerable to arson or vandalism;
- Ensure good housekeeping
- Improve the fire-resistance of the workplace building.

Reducing sources of oxygen

- Close all doors, windows and other openings not required for ventilation, particularly out of working hours;
- Shut down ventilation systems which are not essential to the function of the workplace;
- Store oxidising materials away from heat sources or flammable materials
- Control the use and storage of oxygen cylinders