

Procedures and Training

Maintenance and testing of fire precautions

- Do you regularly check all fire doors and escape routes and associated lighting and signs?
- Do you regularly check all your firefighting equipment?
- Do you regularly check your fire detection and alarm equipment?
- Do you regularly check any other equipment that help means of escape arrangements in the building?
- Are there instructions for employees about testing of equipment?
- Are those who test and maintain the equipment properly trained to do so?

Fire procedures and training

- Do you have an emergency plan?
- Does the emergency plan take account of all risks and circumstances?
- Are your employees familiar with the plan, trained in its use and involved in testing it?
- Is the emergency plan made available to all who need to be aware of it?
- Are the procedures to be followed clearly indicated throughout the workplace?
- Have you considered all the people likely to be in your workplace and others who share the building?