

Action Plan for Managing Fire Safety

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1. Each building or premises should have a written fire safety policy statement. Effective internal mechanisms should exist to ensure that the policy takes account special or occasional events.
2. Each company or organisation should appoint an individual at senior level as fire safety manager with specific responsibility to implement the fire safety policy.
3. Where appropriate, particularly in larger establishments, the fire safety manager (who may have other duties) may be assisted by a full-time, specialist, fire officer. (In some locations, this role may be combined with a similar activity such as security).
4. All premises or sites should maintain a fire safety manual setting out their fire safety strategy and detailing plans for action in case of fire and as a basis for training. Individual locations should also maintain a log book to record all fire related events such as training, drills, inspections and equipment maintenance.
5. Organisations should undertake (or commission from a reputable consultancy) a detailed fire risk assessment. This should make recommendations for fire safety improvements consistent with the primary function of the building.
6. The installation of a modern, reliable fire detection and alarm system should be seen as a high priority. Maintenance of such systems should be to the highest standard.
7. Following the fire risk assessment, management should establish a priority for implementation of physical fire safety improvements including establishing or upgrading fire compartments, segregation of areas of high fire risk and providing protected escape routes.
8. Where legally required, fire certificates should be obtained and their requirements fully complied with.
9. Systematic and effective training programmes should be introduced to ensure that all staff know how to minimise fire risks, how to raise the alarm in case of fire and to provide enough trained staff to tackle incipient fires quickly.
10. Accommodation including private apartments, studies and other dwelling spaces should be included in fire surveys and reinspected regularly. These inspections should include electrical equipment and the occupants should be given the opportunity of obtaining reliable fire safety advice.

11. Clear fire safety requirements should be included in all contracts for building, maintenance and other work and for special events. Management must check to ensure that the requirements are being carried out.
12. Consideration should be given to the need to liaise with the local fire service on relevant issues. These would include: risk management, fire fighting and salvage. Exercises should be arranged periodically.
13. Consideration should be given to the advantages offered by sprinkler systems particularly for the protection of areas where effective compartmentation or segregation cannot be carried out.
14. Consideration should be given to the need to back-up records and archives and store copies off site.