



THE SCOTTISH OFFICE



HOME OFFICE

# Fire Precautions in the Workplace

Information for Employers about the  
Fire Precautions (Workplace) Regulations 1997



**Fire. Don't give it  
a chance**

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## INTRODUCTION

The Fire Precautions (Workplace) Regulations 1997 implement the general fire safety provisions of the European Framework & Workplace Directives not specifically dealt with by other legislation. The Regulations add very little to what is already the law.

If you have already taken sensible and appropriate fire safety measures you (almost certainly) need do nothing more.

This document sets out the requirements of the Regulations and offers advice on whether you need to do anything to comply with them. If you are in any doubt about the need to provide particular fire precaution measures you can check with the fire service who will advise you. (The telephone number for non-emergency calls is in the phone book.) If you require advice on fire precautions in connection with a manufacturing process, you should contact your local HSE Area Office.

### **Do the Regulations apply to you?**

The Regulations apply to your workplace if you employ staff. However, some workplaces are exempt. A full list of exemptions and areas where the Regulations do not apply is given on page 6.

## What the Regulations cover

The Regulations provide for minimum fire safety standards in places where people work (including shared areas and facilities and the means of access to the workplace). You the employer are under a personal duty to comply with them. Where you or another employer do not have control over parts of the workplace there is a responsibility on the person who does (usually the owner or landlord) to make sure those parts comply with the Regulations.

## WHAT YOU HAVE TO DO

The checklist overleaf will help you decide whether you need to do anything to comply with the Regulations. Once you have been through this checklist, you must decide whether any steps are necessary to put right any defects or deficiencies found.

Remember that you only need to have such fire precautions as are necessary given the features of the workplace, the activity, the circumstances and the hazards. You will find some helpful practical suggestions on pages 7-15.

## Your checklist

### You must:

- 1 Assess the fire risks in the workplace (either as part of your general review of health and safety risks which you already carry out or, if you wish, as a specific exercise)
- 2 Check that a fire can be detected in a reasonable time and that people can be warned
- 3 Check that people who may be in the building can get out safely
- 4 Provide reasonable fire-fighting equipment
- 5 Check that those in the building know what to do if there is a fire
- 6 Check and maintain your fire safety equipment.

the public or other workers. Then decide whether your current arrangements are satisfactory or whether you need to change anything.

Note what you have found: if you employ five or more people, you need to keep a formal record of the significant findings and any measures you propose to deal with them.

### EXAMPLE

**Rubbish store: rubbish kept away from buildings with no sources of heat nearby. No change needed.**

You need to tell your staff or their representatives about your findings and if you have a formal report, you should make it available to them if they ask for it. Remember that your assessment is expected only to be suitable and sufficient given the circumstances.

If you share your workplace with others you will need to check that they know about any significant risks you have identified and what you have done about them. Risks can often be dealt with at little or no cost by removing or reducing the amount of material causing the hazard.

Where you (or the other employers) do not have direct control over places or equipment in the workplace which your staff will use in the course of their work, then the person who does have control (perhaps the owner or landlord) has a responsibility to make sure that such parts or equipment comply with the requirements of the Regulations. This would include common parts of a building such as a shared corridor or the provision and maintenance of common fire safety equipment such as a fire alarm system – where one is needed.

## 1. Risk assessment

What fire precautions you need depend on the risks. You already have to assess health and safety risks. Either as part of this, or separately, you should also cover fire risks.

### EXAMPLE

**If you run a corner shop, all you may need to do is walk round your premises and identify anything which could result in a fire, such as rubbish blocking doorways. Why not also ask your staff if they have noticed anything which may be a fire hazard?**

Will anyone be hurt if there is a fire? There may be places where people are at more serious risk than others. Don't forget people who may come into the workplace from outside, such as visitors,

Review your assessment from time to time, particularly if there is a significant change to your workplace or working practices, or you have frequent changes of staff.

For practical suggestions concerning risk assessment, please refer to pages 7-8.

## 2. Fire detection and warning

Check that fires can be readily detected and that your staff can be warned promptly.

In open-plan workplaces or places where staff often go, fire can usually be detected in sufficient time for everyone to escape safely. But there may be some places where fire could go undetected for some time. If so, a smoke alarm or some other automatic fire detection and warning may be required. If in doubt, ask the fire service for advice on this.

### EXAMPLE

**In a small workplace a shout of “FIRE!” or perhaps a hand bell may be enough, provided it can be heard throughout the workplace.**

For practical suggestions on fire detection and warning, see pages 8-9.

## 3. Means of escape in case of fire

Check that your staff can get out quickly and safely in the event of a fire.

This is already specifically required in most cases by existing law so it is highly unlikely you will need to change current arrangements.

Emergency routes and exits should:

- Lead as directly as possible to the open air away from the workplace or to a safe area
- Be adequate for the type of workplace and the people likely to be in it
- Be able to be quickly and safely used in the event of a power failure.

### EXAMPLE

**In the event of a power failure, would there be enough light (e.g. from outside) for people to escape safely? If not, would a torch perhaps meet the need?**

If there is a risk that people will not know where to go, you will need the familiar green fire exit and/or directional signs.

### *Escape route and emergency doors*

Whilst the workplace is in use, doors on escape routes should not be so locked or fastened that they cannot easily and immediately be opened from the inside. Where the risks require it, emergency doors must open outwards.

### EXAMPLE

**Where a large number of people are likely to press up against an inward-opening door so that it cannot be opened, this would present a risk: check with the fire service.**

For practical suggestions on means of escape in case of fire, please refer to pages 9-11.

## 4. Provision of fire-fighting equipment

Check that you have enough fire-fighting equipment of suitable type to tackle a small fire.

### EXAMPLE

The general guidance is for one 13A rated water extinguisher per 200 square metres (about 2,150 square feet) of floor area. This can be adjusted up or down depending on the type of risks. Special fire risks such as oils, fats and electrical equipment may require the provision of carbon dioxide, dry powder or other extinguishers.

**If you are unsure about extinguishers, check with the fire service before purchasing any equipment.**

**All equipment must be easy to find and, if necessary, suitably indicated by signs.**

For practical suggestions on the provision of fire-fighting equipment, please refer to page 12.

## 5. Planning for an emergency and training staff

You can reduce the chance of injury if your staff know what to do if there is a fire. They need appropriate information or training. In small workplaces this can be very simple. In larger workplaces you may need to have a full emergency plan to ensure that everyone can leave the building quickly and the emergency services are called promptly.

### EXAMPLE

**A simple plan needs only to cover how to raise the alarm; where the fire extinguishers are kept; and how to get out if there is a fire.**

### *Assistance from the workforce and others*

If you want to appoint someone to help you to implement any fire safety measures or to co-ordinate evacuation in an emergency, your staff need to know who that person is or be able to identify them, although the overall responsibility will remain with you.

Before you appoint anyone to help you must consult your staff or their elected representatives or their appointed Trade Union safety representatives about what you are proposing.

To help you, there is a duty on your staff to co-operate with you and not to do anything which would place themselves or others at risk.

For practical suggestions on emergency planning and staff training, please refer to pages 12-13.

## 6. Maintenance and testing of fire safety equipment

You must regularly check and maintain your fire safety equipment, including your fire-fighting equipment, your means of detecting and giving warning in case of fire, your means of escape, and your emergency lighting.

For practical suggestions on the maintenance and testing of fire safety equipment, please refer to pages 13-14.

## **SUPERVISION AND CONTROL OF THE REQUIREMENTS**

Local fire authorities have a responsibility for the supervision and control of compliance with the Regulations, but will tend to concentrate on high-fire-risk workplaces.

Special arrangements apply to workplaces owned or occupied by the Crown. For these workplaces HM Inspectors of Fire Services are responsible for the application of the Regulations and their enforcement.

If the fire authority thinks you should take further precautions but there is not a serious risk of injury:

- It must tell you what it thinks needs doing and why and put this in writing if you ask
- It must be available to discuss the matter with you
- If you cannot resolve the matter in discussion, the fire authority will have to ask a court whether you should take action. It will be up to the fire authority to show that you have not complied with the Regulations. You will have a chance to put your case.

If the fire authority considers staff might be at serious risk in the event of fire, it can issue a notice itself requiring you to improve your fire precautions. Unless immediate action is needed, the fire authority will first give you an opportunity to make representations. Such a notice is known as an Enforcement Notice and failure to comply with it is a criminal offence. You must be given a reasonable amount of time

to comply and can appeal (within 21 days) against the notice to a magistrate's court (in Scotland, the Sheriff Court).

In very serious cases, which are a serious threat to life, the fire authority can immediately serve you with a notice under section 10 of the Fire Precautions Act 1971 to prohibit or restrict the use of your workplace until the risk to your staff or other people has been reduced. Failure to comply with the notice is a criminal offence. You can appeal to a magistrate's court (in Scotland, the Sheriff Court) against this notice but it will remain in force until such time as the court say otherwise or the workplace has been made safe.

A deliberate or reckless failure to comply with the Regulations – which places one or more workers at serious risk – is, in itself, a criminal offence.

## **CONCLUSION**

The Regulations add very little to what is already the law. Where anything does need to be done it should not be burdensome or costly. A list of existing fire safety guides is given on page 16.

## ANNEX A: WHERE THE REGULATIONS DO NOT APPLY

Workplaces to which the Regulations do not apply or which are exempt from their requirements include:

- Workplaces used only by the self-employed
- Private dwellings
- Workplaces covered by a current fire certificate in force under the Fire Precautions Act 1971 or for which an application for a fire certificate is pending (premises with fire certificates issued under the Factories Act 1961 or the Offices, Shops and Railway Premises Act 1963 are not exempt)
- Workplaces to which the Fire Certificates (Special Premises) Regulations 1976 apply
- Mine shafts and mine galleries
- Workplaces covered by a safety certificate issued under the Safety of Sports Grounds Act 1975 or the Fire Safety and Safety of Places of Sport Act 1987 whilst they are being used for a purpose covered by the certificate
- Sub-surface railway stations [any workplace to which the Fire Precautions (Sub-surface Railway Stations) Regulations 1989 apply]
- Construction sites [any workplace to which the Construction (Health, Safety and Welfare) Regulations 1996 apply]
- Ships within the meaning of the Docks Regulations 1988 (including those under construction or repair)
- Means of transport used outside the workplace and workplaces in means of transport
- Agricultural or forestry land situated away from the undertaking's main buildings
- Offshore installations [workplaces to which the Offshore Installations and Pipelines Work (Management and Administration) Regulations 1995 apply].

If you are not sure whether your workplace is covered, consult a fire safety officer at your local fire service.

This section is to help those employers who want more information about how to avoid and protect against dangerous fires in their workplaces. Remember, these are simply suggestions. They are not legal requirements. If you are unsure as to whether or not you need expensive alterations, ask your local fire service for advice. If you require advice on fire precautions in connection with a manufacturing process, you should contact your local HSE Area Office. Other helpful information can be found in the guides listed on page 16.

## 1. Risk assessment

If a fire occurs in the workplace, there is a risk that people will be trapped by the fire or injured as they attempt to escape. The purpose of the risk assessment is to identify where fires may start in the workplace and anyone who may be put at risk from that fire.

Fires occur when combustible materials come into contact with an ignition source. Fires can be started accidentally, through carelessness or by arsonists. When carrying out your fire risk assessment you should:

- (i) Identify any sources of ignition that may cause a fire and, where possible, take steps to reduce the risk of fire occurring
- (ii) Identify any combustible materials in the workplace and take steps to store them away from sources of ignition
- (iii) Identify those people who are at significant risk from fire and take steps to reduce that risk

- (iv) Identify any structural features that could promote the spread of fire and, where possible, take steps to reduce the potential for rapid fire growth
- (v) Take steps to monitor the introduction of sources of heat or combustible materials during periods of maintenance or refurbishment.

### *(i) Sources of ignition*

Possible sources of ignition may be heaters, boilers, engines, smoking materials or heat from processes or electrical apparatus, whether in normal use or through carelessness or accidental failure. The potential for an arson attack should also be considered.

Where possible, sources of ignition should be removed from the workplace or replaced with safer forms. Where this cannot be done, the ignition source should be kept well away from combustible materials or made the subject of management controls.

Particular care should be taken in areas where portable heaters are used or where smoking is permitted. Where heat is used as part of a process, it should be used carefully to reduce the chance of a fire as much as possible. Good security- both inside and outside the workplace will help to combat the risk of arson.

### *(ii) Combustible materials*

Most workplaces contain combustible materials. Usually, the presence of normal stock in trade should not cause concern, provided the materials

are used safely and stored away from sources of ignition. The amount of combustible material in a workplace should be kept as low as is reasonably practicable. Materials should not be stored in gangways, corridors or stairways or where they may obstruct exit doors.

Some combustible materials, such as flammable liquids, gases or plastic foams, ignite more readily than others and quickly produce large quantities of heat and/or dense smoke. Ideally, such materials should be stored away from the workplace or in fire-resisting stores. The quantity of these materials kept or used in the workplace should be as small as possible.

Fires often start and are assisted to spread by combustible waste in the workplace. Such waste should be collected frequently and removed from the workplace, particularly where processes create large quantities of it.

### *(iii) People at risk*

Because fire is a dynamic event which, if unchecked, will spread throughout the workplace, all people present will eventually be at risk if fire occurs. Where people are at risk, adequate means of escape from fire should be provided together with arrangements for detecting and giving warning of fire. Fire-fighting equipment suitable for the hazards in the workplace should be provided.

Some people may be at significant risk because they work in areas where fire is more likely or where rapid fire growth can be anticipated. Where possible the hazards creating the high level of risk should be reduced. Specific steps

should be taken to ensure that the people affected are made aware of the danger and the action they should take to ensure their safety and the safety of others.

### *(iv) Structural features*

The workplace may contain features that could promote the rapid spread of fire, heat or smoke and affect escape routes. These features may include ducts or flues, openings in floors or walls, or combustible wall or ceiling linings. Where people are put at risk from these features, appropriate steps should be taken to reduce the potential for rapid fire spread or to provide an early warning of fire so that people can leave the workplace before their escape routes become unusable.

### *(v) Maintenance and refurbishment*

Sources of heat or combustible materials may be introduced into the workplace during periods of maintenance or refurbishment. Where the work involves the introduction of heat, such as welding, this should be carefully controlled. All materials brought into the workplace in connection with the work being carried out should be stored away from sources of heat and not obstruct exit routes.

## **2. Fire detection and warning**

If there is a fire, it is important that all people in the workplace are warned of the fire as quickly as possible. Early discovery will enable people to escape safely before the fire takes hold and blocks escape routes or makes escape difficult.

All workplaces should have arrangements for detecting and giving warning of fire. In most cases fires are detected by people in the workplace and in many workplaces nothing further will be needed.

Ask yourself how long a fire may burn before it is discovered. Fires in occupied rooms or in parts of the workplace that are frequently visited by employees may be quickly discovered. For instance, fire breaking out in an office may soon be discovered by employees who may smell burning or see smoke.

If you are concerned that a fire may break out in an unoccupied part of the premises and put people at risk, such as a fire in a basement, consider fitting some form of automatic fire detection. This may be a commercially available fire detection system but in small premises a series of interlinked domestic smoke alarms that can be heard by everyone present may meet the need. However, in most cases you can rely on staff to detect fire.

In small workplaces of low occupancy, a shouted warning by the person discovering a fire will be all that is needed, providing the warning can be heard and understood throughout the workplace.

Where a shouted warning is inappropriate, because of the size or occupancy of the workplace, consideration should be given to the installation of one or more hand-operated devices such as bells, gongs or sirens. These should be sited on exit routes where they can be safely operated. Any one device should be clearly audible throughout the workplace.

In all other cases an electrically operated fire alarm system should be installed with call points sited adjacent to exit doors and sufficient bells or sounders to be clearly audible throughout the workplace.

Automatic fire detection linked into an electrical fire alarm system should be considered where there may be some delay in a fire being detected by people in the workplace.

Automatic detection should also be provided in all workplaces providing sleeping accommodation or where fires may develop undetected. In small workplaces sleeping fewer than six people, this may take the form of inter-linked domestic smoke alarms provided they will be audible throughout the workplace whilst people are present.

### **3. Means of escape in case of fire**

Where people are at risk from fire, it will be necessary to ensure that in the event of fire they can escape safely from the workplace.

Usually, the normal ways in and out of a workplace will meet most means of escape needs, particularly if you are satisfied that an early warning of fire will be given and staff are trained in what to do in case of fire.

If your workplace is fairly modern and the building has had Building Regulation approval and you have not carried out significant changes, or if your workplace has been found satisfactory following a recent inspection by the fire service, it is likely that the means of escape will be satisfactory.

Very occasionally it may be necessary to provide additional exits or to improve the fire protection to existing escape routes. To help you decide whether the means of escape are satisfactory, there are a few basic rules to remember:

- People should be able to turn away from a fire as they escape or be able to pass a fire when it is very small. If a single-direction escape route is in a corridor, the corridor may need to be protected from fire by fire-resisting partitions and self-closing fire doors
- Because fires tend to use stair openings as natural chimneys, escape from the upper parts of some workplaces may be difficult. Therefore, most stairways will need to be separated from the workplace by fire-resisting partitions and self-closing fire doors. However, stairways serving not more than two open areas, such as in shops, which people may have to use to escape, may not need to be protected.

## *Doors*

Some doors may need to open in the direction of travel, such as:

- Doors from a high-risk area, such as a paint-spraying room or large kitchen
- Doors that may be used by more than 50 persons
- Doors at the foot of stairways where there may be a danger of people being crushed.

Some sliding doors may be suitable for escape purposes provided that they do not put people using them at additional risk, slide easily and are marked with the direction of opening. Doors which only revolve and do not have hinged segments are not suitable as escape doors.

## *Escape routes*

Where two or more escape routes are needed they should lead in different directions to places of safety.

Escape routes should be short and lead people to a place of safety, such as the open air or to a part of the workplace where they are not in immediate danger. People should be able to reach the open air without re-entering parts of the workplace involved in fire and then be able to move well away from the building.

Check your designated escape routes to make sure they are wide enough for the number of persons who may have to use them. A normal 750 mm door will allow up to 40 persons to escape in one minute, so in most instances normal corridors and doorways will be wide enough. However, if your escape routes could be used by persons in wheelchairs, they will need a minimum width of 800 mm. Make sure that floors do not have trip hazards, and that all doors open in the correct direction and can be easily and immediately opened from the inside (without the use of a key or similar device) while the workplace is in use. Fire doors should be self-closing (fire doors to cupboards can be simply latched or locked shut).

Always ensure that escape routes are not obstructed, particularly in corridors and on stairways where storage could be dislodged by people escaping or cause them to trip. Also, you must ensure that any fire hazards are removed from exit routes, particularly from protected corridors or stairways. A fire on an exit route could have serious consequences for those trying to use it.

All escape routes should be regularly checked to ensure that they are not obstructed and that exit doors are unlocked and available for use. Self-closing fire-resisting doors should be checked to ensure doors close fully, including those fitted with automatic release mechanisms.

## *Lighting*

Escape routes need to be adequately lit. If the route depends on artificial lighting or if the workplace is used during the hours of darkness, you may need to consider alternative sources of illumination should the power fail during a fire. If necessary, check the routes when it is dark. If for instance your shop is reasonably illuminated by street lighting, that should meet the need. In small workplaces it may be appropriate to provide torches which staff can use if the lighting fails. But you may find it necessary to install one or more battery-operated emergency lights which will automatically come on should the mains lighting fail. The use of candles, cigarette lighters or matches as emergency lighting should not be considered.

## *Signs*

Exit signs on doors or indicating exit routes should be provided where they will help people to find a safe escape route. Signs on exit routes should have directional arrows, “up” for straight on and “left, right or down” according to the route to be taken. Advice on the use of all signs including exit signs can be found in an HSE publication, *Safety Signs and Signals* (ISBN O-7 176-0870-o) available from all good book shops.

## *Escape times*

Escape routes should be short enough to enable all people in the building to get to the nearest place of safety in about two or three minutes. People in areas with only one means of escape or in areas of high fire risk should be able to reach a place of safety or a point where more than one route is available in about one minute.

If you are not sure, pace out the routes from where people work to their nearest place of safety. Walk slowly, timing yourself as you walk. Bear in mind that the greater the number of people who have to use a route, the longer the time they may need. Also, take into account that people using stairways move more slowly as do people with disabilities. If it is your practice to hold fire drills, check how long people take to evacuate the workplace floors and use that as the basis of your assessment. If you find that the escape times are too long, consider rearranging the workplace so that people work closer to the nearest place of safety before attempting to carry out expensive alterations to provide additional escape routes.

Consider what your staff need to do before they can start their escape and how long this will take: the reaction time. This may involve closing down machines, attending to security issues or helping the public or visitors out of the workplace. The reaction time should be as short as possible so as to reduce the risk to staff caused by delaying their escape. Take this into account in assessing your escape routes. Excessive reaction times may result in you (the employer) having to provide additional routes. Make sure people know what to do in case of fire. This can speed up the evacuation process.

## **4. Provision of fire-fighting equipment**

If fire breaks out in the workplace and trained staff can safely extinguish it using suitable fire-fighting equipment, the risk to others will be removed. Therefore, all workplaces where people are at risk from fire should be provided with suitable fire-fighting equipment.

The most useful form of fire-fighting equipment for general fire risks is the water-type extinguisher or suitable alternative. One such extinguisher should be provided for around each 200 square metres of floor space with a minimum of one per floor. If each floor has a hose reel which is known to be in working order and of sufficient length for the floor it serves, there may be no need for water-type extinguishers to be provided.

Areas of special risks involving the use of oil, fats or electrical equipment may need carbon dioxide, dry powder or other types of extinguisher.

Fire extinguishers should be sited on exit routes, preferably near to exit doors or where they are provided for specific risks, near to the hazards they protect.

Notices indicating the location of fire-fighting equipment should be displayed where the location of the equipment is not obvious or in areas of high fire risk where the notice will assist in reducing the risk to people in the workplace.

## **5. Planning for an emergency and training staff**

Each workplace should have an emergency plan. The plan should include the action to be taken by staff in the event of fire, the evacuation procedure and the arrangements for calling the fire brigade.

For small workplaces this could take the form of a simple fire action notice posted in positions where staff can read it and become familiar with it.

High-fire-risk or larger workplaces will need more detailed plans which take account of the findings of the risk assessment, e.g. the staff significantly at risk and their location. For large workplaces, notices giving clear and concise instructions of the routine to be followed in case of fire should be prominently displayed. The notice should include the method of raising an alarm in the case of fire and the location of an assembly point to which staff escaping from the workplace should report.

In order to assist disabled or sensory-impaired people to escape from fire it may be necessary for staff to be trained in the correct procedures to cope with this eventuality.

Advice on the specific needs of disabled and sensory-impaired people can be obtained from organisations representing the various groups. The address and telephone number of these organisations can be found in the telephone directory, listed under the appropriate disability.

## *Training and instruction*

All people regularly employed in a workplace should be aware of the risk of fire, particularly if they work with hot processes or use highly flammable substances. They also need to know the action to be taken in case of fire, including:

- How to warn others of the fire including the operation of the fire-warning apparatus provided
- The location and use of escape routes
- Assisting or directing visitors or members of the public from the workplace
- The location of a nominated assembly point
- The use of the fire equipment provided
- How to summon the fire service.

In larger workplaces it may not be necessary to train all employees in the operation of the fire equipment but everyone should know what hazards the fire extinguishers are provided to cover and the danger of using the wrong type of extinguisher in areas of special risk. Sufficient numbers of employees trained in the use of the fire extinguishers provided should always be present when the workplace is occupied. This is particularly important for those working in areas where there are special risks.

In workplaces employing large numbers of employees, it may be appropriate to nominate certain employees to carry out specific tasks in the event of fire. These tasks might include acting as floor marshals, ensuring that the floor is

completely evacuated during a fire evacuation, and reporting that fact to a control point. Others may have the task of closing down processes during an evacuation or ensuring that security is maintained whilst the workplace is evacuated. The training should ensure that these tasks are carried out efficiently and safely.

## **6. Maintenance and testing of fire safety equipment**

It is important that equipment is fit for its purpose and is properly maintained and tested. One way in which this can be achieved, which has a number of advantages to the non-specialist, is through third party assurances from accredited organisations. There is no legal duty to use such schemes, but should you wish to do so, your local fire service will be able to provide details.

All equipment provided to assist escape from the premises, such as fire detection and warning systems and emergency lighting, and all equipment provided to assist with fighting fire, should be regularly checked and maintained by a suitably competent person in accordance with the manufacturer's recommendations. The table on the following page provides a simple guide to good practice.

<b>EQUIPMENT</b>	<b>PERIOD</b>	<b>ACTION</b>
Fire-Detection and fire-warning systems including self-contained smoke alarms and manually operated devices	<i>Weekly</i>	<ul style="list-style-type: none"> <li>• Check all systems for state of repair and operation</li> <li>• Repair or replace defective units</li> <li>• Test operation of systems, self-contained alarms and manually operated devices</li> </ul>
	<i>Annually</i>	<ul style="list-style-type: none"> <li>• Full check and test of system by competent service engineer</li> <li>• Clean self-contained smoke alarms and change batteries</li> </ul>
Emergency lighting including self-contained units and torches	<i>Weekly</i>	<ul style="list-style-type: none"> <li>• Operate torches and replace batteries as required</li> <li>• Repair or replace any defective unit</li> </ul>
	<i>Monthly</i>	<ul style="list-style-type: none"> <li>• Check all systems, units and torches for state of repair and apparent function</li> </ul>
	<i>Annually</i>	<ul style="list-style-type: none"> <li>• Full check and test of systems and units by competent service engineer</li> <li>• Replace batteries in torches</li> </ul>
Fire-fighting equipment including hosereels	<i>Week/y</i>	<ul style="list-style-type: none"> <li>• Check all extinguishers including hosereels for correct installation and apparent function</li> </ul>
	<i>Annually</i>	<ul style="list-style-type: none"> <li>• Full check and test by competent service engineer</li> </ul>

Note: Unless otherwise stated, the above actions can be carried out by the user. Manufacturers may recommend alternative or additional action where appropriate and will supply more detailed information as required.

Employers are recommended to seek specialist advice before undertaking any work in historic buildings. Local authority conservation officers and other interested responsible bodies must be consulted before any work is carried out.

Because of architectural and archaeological considerations, work to improve the fire safety of historic buildings needs to be carried out with sensitivity so as not to damage the building's historic interest. There are often alternative ways of improving fire safety (where it is necessary to do so) without making structural changes to the building or by keeping any changes to an absolute minimum. Your fire risk assessment can help you decide what you might need to do.

In particular, automatic fire detection in areas presenting a fire risk could reduce the need for fire resisting construction. High ceilings or large open roof voids providing a reservoir retaining smoke given off by a fire and keeping it away from people escaping could allow longer escape times. Doors which might otherwise have to be converted to outward opening can be retained as inward opening doors where sufficient staff are available to open exit doors in an emergency and guide people to safety.

## **ANNEX D: PUBLICATIONS PROVIDING FURTHER GUIDANCE ON FIRE PRECAUTIONS IN THE WORKPLACE**

Guide to Fire Precautions in Existing Places of Work that require a Fire Certificate;  
Factories, Offices, Shops and Railway Premises

The Stationery Office ISBN 0 11 341079 4 f9.50

Fire Safety at Work

A management guide for factories, offices, shops and railway premises  
which require a fire certificate.

The Stationery Office ISBN 0 11 3411618 2 f5.00

Guide to Fire Precautions in Premises used as Hotels and Boarding Houses  
which require a Fire Certificate

The Stationery Office ISBN 0 11 341005 0 £7.50

Fire Safety Management in Hotels and Boarding Houses

The Stationery Office ISBN 0 11 340980 X £4.50

Guide to Health, Safety and Welfare at Pop Concerts and Similar Events

The Stationery Office ISBN 0 11 341072 7 f 10.00

Guide to Fire Precautions in Existing Places of Entertainment and Like Premises

The Stationery Office ISBN 0 11 340907 9 f 11.50

Approved Document B: The Building Regulations 1991: Fire Safety

The Stationery Office ISBN 0 11 752313 5 f 12.50

The Technical Standards of the Building Standards (Scotland) Regulations 1990

The Stationery Office ISBN 0 11 49 4105 X £60.00

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