

COVID-19 Advice For Businesses Reopening

Following the Government announcement which stated some businesses can start to reopen, we have prepared advice on the fire safety matters for you, the responsible person, to consider and action.

This advice is designed to provide some guidance and reassurance, however for further fire safety please visit our website by clicking [here](#) or call our Fire Protection Team on **0116 210 5555**.

The recovery stage should be completed straight away

As soon as there is even one person in the workplace, the fire safety legislation applies and fire safety must be managed adequately. Get back into normal routines.

- Review your fire risk assessment
- Make sure everything is still working
- Renew staff training
- Ensure any equipment overdue a service is booked in
- Restart weekly routines such as testing and maintenance

Fire Risk Assessments

The recovery stage - on your return to work it may be necessary to review your fire risk assessment to ensure that it is current and reflects the way your business now operates. Consider changes such as working practices, stock levels, alterations made to the premises and staff numbers. It is essential that assessments are undertaken and reviewed where there are significant changes in ways of working, processes or building layout.

Means of Escape

Ensure that your escape routes remain available and open correctly - please do not wedge open fire doors though. External doors may have seized up whilst not in use. Make sure any locks are removed. If you share an escape route with another occupier, remember that they may still not be open. This should be supported with adequate escape signage and lighting to identify the escape routes to be used in event of fire.

Maintaining social distancing at the fire assembly point during an evacuation or drill

You need to review and revise your current emergency plan and fire marshal provision, including the fire assembly point, considering the numbers of staff and ensuring all staff are issued with revised instructions and are aware of what is expected. You may consider different evacuation points.

Arson

Due to the potential increased stock, a surge in demand that you may encounter the amount of rubbish you generate may increase. Care should be taken when dealing with this rubbish, as accumulated rubbish outside of the building provides a potential target for arson which could damage your business.

Staff Fire Safety Training

Where staff numbers have changed, businesses must ensure that they continue to provide appropriate staff training in fire safety. If you haven't undertaken staff training for some time, on your return ensure that all staff know what to do in a fire situation. If those people with specific tasks have not returned to work, ensure that other suitably trained staff are available. You must consider the needs of lone workers and their fire safety.

Maintaining Fire Safety Measures

Whilst you have been closed, have you maintained your premises fire safety features i.e. fire alarm, fire extinguisher and emergency lighting? Timely maintenance is vital for the safety of your business and those that use the premises. Start to record you're in-house checks again for the fire safety features and back into the required testing routines.