

THE SEPTEMBER FIRE SAFETY RESET

September often feels like a second start to the business year. Teams return from holidays, new employees arrive and workplaces become busier. It is an ideal moment for a short fire safety reset.

This 15-minute visual check is not a replacement for a suitable and sufficient fire risk assessment or professional servicing. It is a simple way to spot obvious changes and confirm that routine arrangements have not slipped.

1-3



MINUTES 1-3

Walk your escape routes

- ✓ Start where people work and follow each escape route to a place of safety
- ✓ Remove deliveries, furniture, stock, bins and cables that could slow an evacuation
- ✓ Check final exits open easily and are not secured in a way that needs a key or code during occupancy
- ✓ Make sure routes are suitable for everyone who uses the building

4-5



MINUTES 4-5

Look at fire doors

- ✓ Fire doors should close fully into their frames and must not be wedged open
- ✓ Look for obvious damage, missing or loose hardware and damaged seals
- ✓ Check nothing obstructs the swing of the door
- ✓ Do not attempt technical adjustments unless competent to do so — record and report concerns

6-7



MINUTES 6-7

Check the alarm arrangements

- ✓ Confirm weekly fire alarm testing is being completed and recorded
- ✓ Make sure manual call points and detectors have not been covered, damaged or obstructed
- ✓ Staff should recognise the alarm and know what to do
- ✓ Any fault indication on the control panel needs prompt attention

8-9



MINUTES 8-9

Inspect extinguishers

- ✓ Extinguishers should be in their designated positions, clearly visible and unobstructed
- ✓ They should be apparently undamaged, with tamper indicators intact
- ✓ Confirm servicing is in date
- ✓ The types provided must reflect the risks identified in the fire risk assessment

10-11



MINUTES 10-11

Review signs and emergency lighting

- ✓ Escape signs need to remain clear and consistent with the route people should take
- ✓ Emergency lighting should be subject to routine testing and maintenance
- ✓ Look for damaged fittings
- ✓ Check changes to partitions, furniture and displays that make the route less obvious

12-13



MINUTES 12-13

Scan for new hazards

- ✓ Has new equipment been introduced?
- ✓ Are extension leads being used differently?
- ✓ Are batteries being charged in escape routes?
- ✓ Has stock accumulated near heaters or electrical distribution equipment?
- ✓ Changes that appear small can alter the fire risk and should be reflected in the assessment

14-15



MINUTES 14-15

Check people and records

- ✓ Confirm new starters have received fire safety information
- ✓ Check trained fire wardens cover current working patterns
- ✓ Review personal emergency evacuation arrangements where needed
- ✓ Check alarm tests, drills, training, equipment servicing and actions from the fire risk assessment are documented

WHAT SHOULD HAPPEN NEXT?

Record anything that needs attention, allocate an owner and set a realistic completion date. Urgent defects affecting escape, warning or protection should be dealt with immediately. Review the fire risk assessment whenever there has been a significant change or reason to believe it is no longer valid.

A short reset is valuable because fire safety is a managed process, not a document that sits on a shelf. Regular observation helps responsible persons identify emerging issues and maintain safer premises throughout the year.

WOULD YOU LIKE AN INDEPENDENT REVIEW OF YOUR WORKPLACE FIRE SAFETY ARRANGEMENTS?

Fire Guard Services provides fire risk assessments, alarms, extinguishers, emergency lighting and staff training across Bedfordshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, London and Northamptonshire.