

READ CAREFULLY!

It could save your business and potentially save lives.

20 Tips to Improve Fire Prevention for your Small Business



Knowing how to prevent fires at your small business is invaluable. Here's a list of 20 tips to help you do just that with Merrion Security

1. Have a Safety Officer

It doesn't matter whether you have two employees or 50, all small businesses need to have a fire prevention officer. This is the person who will be in charge of putting together escape routes and meeting places for your employees. This is also the person in charge of keeping your fire prevention efforts up to date.

2. Check Stairwells

It's a good idea to make sure that boxes or other materials aren't stored in stairwells. They can become both a fire and safety hazard. Make sure everyone in your company knows these are off-limits.

SECURITY SYSTEMS	FIRE ALARMS	CCTV	24 HR MONITORING	
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3. Watch Where You Smoke

Employees and managers should only smoke in limited, designated areas that are outside of the building. Wherever possible you should have large ash boxes that and never empty the contents into a wastebasket.

4. Check Wiring

Electrical cords with broken connectors or cracked insulation need to be replaced right away. If you need to use extension cords make sure you only use one to an outlet. As well you should avoid what's call 'Octopus Wiring' where clusters of wires and plugs converge on an outlet.

5. Give Appliances Room

You need to leave a space behind coffee machines and computers so that air can circulate and keep them cool. All appliances need to be kept away from combustible materials. Whenever you can, it's a good idea to unplug appliances at the end of every workday to prevent fires.

6. Know Arson Risks

This is one of the largest causes of workplace fires. Employees can help to prevent arson by locking doors after work-days over. Checking to make sure outside areas are free of combustibles and hallways are unobstructed is also good practice.

7. Check the Storeroom

It's important to make sure you don't store flammable materials beside the furnace. Even stockpiling flammable or hazardous materials in a storeroom or basement can be dangerous. Your local municipality should have a facility where you can get rid of them.

8. Maintain Your Machines

All machines used in your business should be maintained properly to avoid any kind of fire. Keeping machinery clean is important and you should even switch them off when they're not being used.

9. Get a Good Alarm System

It's important for small business to have a good fire alarm system. That way, something that's smouldering can be caught before it becomes a full-fledged fire. Sprinkler systems are an excellent idea. Merrion Security can advise you on the suitability of your system with your premises.

10. Take the Garbage Out

Regular waste removal is an important part of preventing fires at your small business. You should have a designated routine and a collection point where all your refuse goes. Staff training is important here so everyone is on the same page.

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11. Keep Fire Extinguishers Updated

Fire extinguishers need to be kept in places where they are accessible and visible. They also need to be fully charged and at least annually inspected by qualified people. Talk to Merrion Security today about your fire extinguishers suitability or check out www.merrionsecurity.com If you haven't already done so, set up a visual equipment check once a month.

12. Keep Doors Closed

It is imperative to prevent fires at your small business, to keep doors closed when you're not using them. Do not dismantle automatic door closers or prop open fire doors.

13. Check the Sprinkler System

Establishing a routine to check your sprinkler heads is necessary. Make sure they haven't been painted over or damaged in any way. There should be a clearance of a minimum 46cms below them so they can function properly.

14. Inspect the Laundry Rooms (if applicable)

You need to clean out the lint trap on any dryers you have at your business on a regular basis. It's also a good idea to take a few minutes to look behind the dryers to make sure nothing has fallen behind them.

15. Service Cooking Fire Suppression Systems

If your small business is a restaurant, you need to have any cooking fire suppression systems inspected on a regular basis.

16. Clear Out Those Mechanical Rooms

Make it clear to employees, that your mechanical and your storage rooms are two different places. If you're storing anything in a mechanical room at present, please change this practice immediately and remove the storage objects ensuring the doors are locked when no one is working inside.

17. Maintain Your Standpipe Systems

These are a series of pipes that connect a water supply to your building. A flush test should be performed once every five years to make sure they are unobstructed.

18. Test Smoke Alarms

All the smoke alarms at your small business need to be replaced once every 10 years. You should check them at least once a month and replace the batteries annually.

19. Stay on Top of Fire Code Changes

Local fire stations in your area are updating fire precaution information regularly on how to keep your business safe from fire. Staying on top of any fire code changes in your area is very important. Take fire seriously and stay up to speed with good cutting-edge information.

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20. Have Good Spill Control Procedures

Cleaning up a hazardous waste spill in a timely and effective manner can prevent a fire.

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