



INTERNAL MEMO

From: Katrina Keating
Risk Manager

To: All Staff

Date: 05/12/2019

Ref: AD/MD/08(1)/KK

FIRE SAFETY – REQUIREMENTS FOR ALL STAFF

All staff have a responsibility to comply with the Fire Safety Policy and Procedures.

In the course of your daily duties please be vigilant with regards to the matters listed in the table below. If you notice anything of concern, please address it promptly if you can (e.g. clear any obstructions) or report it immediately to your supervisor / line manager / designated person.

Line managers, please ensure any issues raised are addressed as a priority.

Escape Routes:
Can all fire exits be opened immediately and easily?
Are fire doors clear of obstructions?
Are escape routes clear?
Fire warning systems:
Is the indicator panel showing normal?
Are whistles, gongs or air horns in place (if applicable)?
Escape lighting:
Are luminaires and exit signs in good condition and undamaged?
Is emergency lighting and sign lighting working correctly?
Firefighting equipment:
Are all fire extinguishers in place?
Are fire extinguishers clearly visible?
Are vehicles blocking fire hydrants or access to them?

Please also remember that fire doors must not be wedged open, and final exits should be securely closed.

As always, if you have any queries please do not hesitate to contact me.

Katrina Keating
RISK MANAGER