# Fire Safety

**FEDERATION OF PILING SPECIALISTS**

There are lots of things in an office that can cause fires (electrical equipment) & offices are also full of things that burn really easily (paper). Imagine if there was a fire in your office, all of your paper records lost, your computers damaged beyond use, maybe your electronic records unrecoverable. Do you think your company could survive if all of this was lost?

There are some simple things we can all do to help minimise the risk of fires starting:

- Make sure your electrical equipment is safe – has it been PAT tested, are the leads damaged, does it work properly, if there is a fan can air get to it easily or is your paper piled on top of it?
- Don't leave clothes hanging over radiators overnight
- Turn equipment off when it isn't being used, especially over the weekends/over night.
- Look at what you have stored in your office – minimise piles of paper and other flammable things (like PPE), make sure they are not stored against electrical equipment.
- Make sure you know where your closest fire exit is. Do you know how to operate all the fire doors?
- If you notice a fire exit is blocked then try to clear it! If you can't clear it yourself, or even if you have tidied everything away then tell your office fire warden so they can keep an eye on it.
- Make sure any visitors are escorted if an alarm goes off.
- If you smoke make sure you extinguish your cigarette completely.

- If there are any chemicals stored in your office it is important to think about how & where they are stored. Aerosol cans can explode if they get hot – do you have any cans of furniture polish or air freshener in your office? Where are they stored? What other flammable things (paper towels, cleaning clothes, other cleaning chemicals) are stored with them
- Another common cause of office fires is arson. What can you do to help minimise the risk of arson at your office? Who would you tell if you saw someone acting suspiciously? Who would you contacted if you noticed the gates/doors had been left open at the end of the day?

**It has been estimated that each fire in a commercial building costs approximately £75,000. This includes property damage & down time to the business. On average businesses have to close for 6 weeks to recover/rebuild after a fire.**