

SPRING  
2014

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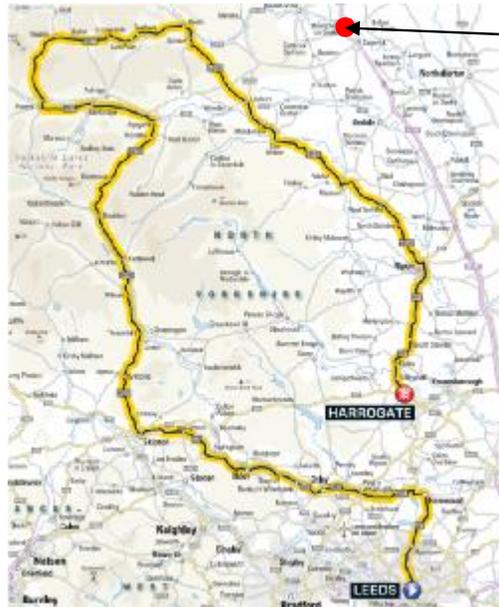


## Captain Sanjay's Gone **Cycling Mad!**

We're all very happy to hear that the 'Tour de France' will be passing through Yorkshire. Not only does it give us a *great* opportunity to slip out of the office for a few hours and watch some of the world's cycling greats pass right by our doorstep, it also means that we're in a fantastic position to help local businesses get themselves up to scratch to prepare their premises for an influx of visitors.

Whether you have questions about fire safety or health & safety, we guarantee there will be something to help you; and if you need anything else we're only a phone call away!

Stage 1: Leeds to Harrogate



Why not come visit us while you're here?

The Tour De France is in Yorkshire:

5<sup>th</sup> - 6<sup>th</sup> July 2014

Don't miss out! Be there and you might find Captain Sanjay in the Dales with a new outfit!

Yorkshire  
Grand Départ 2014



## Hot Free Tip for a Safer Workplace

A vital tool to boost fire safety that every one of your buildings need is -

**A Fire Evacuation Plan.**

It'll help visitors find their way out in an emergency, it will familiarise staff with everything they might need in the event of a fire. It is a crucial element required by The Regulatory Reform (Fire Safety) Order 2005.

Don't Forget To Check Out Our [Health & Safety](#) Section!!

Here's the **#1 Way** to evacuate safely from any building...

**And I'll prove it to you**

Fire Evacuations are the **final line of defence** for your staff in the event of a fire. Whether there are an appropriate number of fire doors, extinguishers and detectors are questions that are too late to ask as soon as the alarm is raised. The best and only thing left to do once there is a fire is to ensure that people get out safely.

Of course, this would be a lot easier if all the fire detection and extinguishing equipment needed in your office was in place, but once the alarm has sounded, the best offence is retreat.

And there is one very important element which you *must* have in place. It would be *criminal* to miss it:

## A Fire Evacuation Plan.

This is a document which not only tells you where the exits are, it tells you which one you should take from where you are. It identifies the location of fire extinguishers, call points, fire hoses and anything else you can possibly have to help you extinguish fires on your way out. For staff members, visitors to the building and any contractors you have on site it is a tool designed for the sole purpose of saving their life.

For anyone who ever saw *'The Towering Inferno'*, you can understand completely how much someone could struggle without one.

We've included a generic example of what a fire evacuation plan should look like. If you don't have one in your building, chances are you might need to get one\*.

*\*Typically these are for larger businesses, always ask an expert if you're unsure whether you need one.*



## Getting Ready to Evacuate...

There are two suggested methods to get your staff ready depending on your business:

### 1. General Fire Notice

This is best suited for smaller businesses. A notice should be provided detailing the fire escape. It should be left in clear view of all staff to ensure familiarisation.

### 2. Staff Fire Notice

Suited for High Risk Areas or large premises, this is a detailed emergency evacuation plan (as shown above). It will take into account the findings of the fire risk assessment. It should be displayed in a clear and prominent place to ensure everyone sees it.



## Run the Right Way... What type of evacuation is right for you?

There are Four Different Types of fire evacuation that can be used in the workplace – it just depends where you work! We've split them down so you can see the different types and you can judge whether the one you're using is right for you, or if maybe there is something different you could be doing!

### Simultaneous Evacuation



This is the most common of all fire evacuation types and is probably the one which most often springs to mind when you think of one. A general fire alarm is sounded with the discovery of a fire which alerts everyone in the building. Everyone evacuates via a safe means of escape to an assigned safe area to await the roll call which will be initiated by a nominated member of staff (Fire Warden).



### Horizontal Evacuation

This is a method of fire evacuation which is most often used in blocks of flats, nursing homes or hospitals, where areas of the building are broken up into 'fire resisting compartments'. These areas have increased fire protection and will be able to delay a fire reaching those within for a set amount of time. It gives the Fire Brigade time to react without immediately leading to risky evacuations (critically ill patients). It can be risky though and should never be implemented without consulting with specialists.

### Vertical Phased Evacuation



In tall premises, this is a means of 'spacing out' an evacuation so that those people most at risk are able to get out safely, followed by those in the areas less at risk. It may sound bizarre but this is implemented to ensure that the escape routes don't become overcrowded and dangerous. It is enabled by two signals on the fire warning system and floors are general evacuated two floors at a time until the building is empty.



### Staff Alarm Evacuation

This isn't an evacuation *per se* but it is a critical step in the evacuation of a building with a high public to staff ratio (like a cinema or theatre). Rather than a general alarm sounding, a silent alarm is sent through the building to staff members so that when the public are alerted, the evacuation systems are in place and prepared. This will ensure a safe and orderly exit from the building for everyone present.



## Captain Sanjay's BIG Bonus Section: 5 Steps to Better Fire Protection

Underestimating the importance of fire safety can be lethal. Make sure your building is 100% ready.

We all know what it's like when you're at work. It's all rushing around trying to make sure everything is done; is everything ready for the next meeting, is that last report finished up, is there *any possible way* to keep every client happy?

They're important questions. But there is one question that is not being asked:

### Are the tenants in your building going to be safe in the event of fire?

It's a question that doesn't often get the attention it deserves; after all, a fire is just one of those things that doesn't happen to *your building*.

But what if it does?

The best way to make sure you're up to scratch is to complete a fire risk assessment. We understand this can be daunting but we're here to help you work through it all. Check out the 5 steps to a basic fire risk assessment below:



#### What fire hazards are present on your site?

This applies to both inside and outside of your building. Check for hazards or any sources of fuel which might be kept too close. Pay close attention to kitchen areas.



#### Who is at risk in your premises?

Is this limited to tenants or are there visitors? Will everyone be able to hear the alarm? Are there provisions made in your escape plans for vulnerable people\*? (\*Children/Elderly/Disabled)

#### Do plans exist to keep tenants safe?

Any hazards identified in the above steps can be controlled. Are there proper methods of detection and raising the alarm? Can everyone be accounted for in an emergency?

#### Keep everything on file and organised

If you make improvements, make note of them. Any training that is given to staff should be documented and any hazards and methods used to control them should also be included.

#### Ensure everything is current

This is a 'living document'. If there are any changes you should update it. If you have new rooms added or a trained staff member leaves there will be new risks and plans to be made.

Don't forget we can provide advice specifically tailored to your property.

If you are unsure of what to do or what to look for, don't keep quiet!

Call us on:  
01748 811 992



## Professor Gerbil's Health & Safety Corner



### ...What is the right way to complete your job?

If you don't know the answer to this question, you're not alone. The average number of deaths in the UK per year (since 2001) is fifty with thousands of non-lethal accidents also occurring.

To avoid becoming a statistic; ensure that the risk of every task is managed properly. Look at what the job will entail, how long it will take to be completed and the height required.

Maybe the equipment you're planning isn't suitable, it could be that you're approaching the task from the wrong angle – so we've included a few things to look for and avoid to ensure you're working at the height of safety.

If you ever want any extra information, get in touch, we'll be happy to help.

To prevent accidents whilst working at height, there are three basic rules that the HSE recommends people follow:

1. Avoid working at height wherever possible, if it can be done without leaving solid ground, do it that way.
2. If you *have* to be at height then prevent falling by ensuring you're using the right access equipment.
3. Make sure that you minimise the impact of any fall.

These rules should be considered in the above order – you shouldn't be planning what you're going to use to perform the job until you are 100% certain it has to be done at height.

If you're going to have to work at height, or ask someone else to, there are ways to ensure you use the right equipment;

- Speak to someone with experience;
- Visit the HSE website for more work at height information. There is a useful guide there called 'WAIT'\*. It can help you determine what equipment you need for **non-specialised** tasks.



#### What Does The Law Say? We asked Professor Gerbil the Wonder Cat to cast an eye over the Regs.

Professor Gerbil says "*The Work at Height Regulations 2005 are specifically designed to prevent death or injury caused by a fall.*

*It deals with the duties of the employer and the employee and anyone who may contract others to complete such work for them.*

*For employees, the duties outlined are general; they focus on ensuring that reasonable care is taken and that proper co-operation is given to anyone fulfilling their Health & Safety duties.*

*Employers have a duty to ensure that any work at height that cannot be avoided is properly planned. They should take care to have evidence that the people performing the work are competent to use the equipment.*

*They should also make sure that the work is supervised."*

\*Work at height Access equipment Information Toolkit



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Visit us at: [www.firesafetycompany.com](http://www.firesafetycompany.com)



## Safe ladder usage in the workplace

### Captain Sanjay assures us our "How To Guide" has a 'Rung of Truth' to it...

Believe it or not, there are thousands of accidents every year involving ladders in the UK. No matter the job or the ladder, people seem entirely confident in climbing up without double checking they're safe to do so. In order to prevent you becoming a statistic, we've assembled a basic 'How To Guide'.

#### Six things to check before you use it:

- Check the stiles – make sure they're undamaged and won't give way or collapse;
- Check the feet. If they're worn or damaged or there is something wedged in the grip, they're liable to slip;
- Check the rungs for damage – this could cause the ladder to fail;
- Check locking mechanisms (if any); if these are worn the ladder could collapse
- (Stepladders only) If it has split or there is damage, the stepladder may fail
- If any of the treads are contaminated with foreign material, you may slip.

#### Basic Rules for Safety:

- Don't overload the ladder
- Make sure your naval stays between the stiles; anything else may tip the ladder over
- Don't try to work on the top three rungs, keep your feet safely below them.
- Don't place the ladder on a movable object (i.e. the back of a truck)
- Avoid holding items whilst climbing – consider a tool belt or asking someone to pass things to you
- Always ascend/descend properly, using the steps and facing the rungs
- Do not work within 6 horizontal metres of power lines – you'll be in for a shock if you do
- Try to maintain three points of contact whilst climbing the ladder
- Fasten the ladder securely at the top – this will prevent it tipping or falling
- If you need to extend the ladder, dismount and do this. Never do it whilst you're on the ladder
- Do not rest a ladder against something weak like glazing or guttering – always use a firm surface



There was a rumour that you needed formal qualifications to use a ladder. This isn't the case. The HSE merely want people to ensure that people have the necessary knowledge and experience to use ladders safely.



## Next Steps...and your Plan of Action!

- 1.
- 2.
- 3.
- 4.
- 5.



## Out with the Old...



As of April 2014, the old Health and Safety at Work poster will be officially outdated. Companies will be guided to purchase the new edition as having the old one will be

### Against The law.

Why is it being replaced?

Because the old one is too *boring* to hold people's interest and we're not making it up! When it comes to Health and Safety it is **vital that people pay attention** so it has been changed in order to attract attention.

So from now on, the sign on the right is the one that should be on your wall. Anything else and your Health & Safety isn't up to Standard. But don't worry, they're widely available so you can get this resolved in short order.



## In with the New!



## FINAL THOUGHTS from The Fire Force

We've reached the end of another newsletter and we're so happy to be able to bring you yet another selection of advice to help you fulfil your obligations!

Over the past few months, there have been fires up and down the length of the UK. Some have been small, but others have devastated businesses. Not too long ago our engineers arrived at a client's property to find a shop not five doors away that had been gutted by fire.

We want to do everything we can to make sure that your building isn't next.

So we've dedicated our time to bringing you relevant and up-to-date information. If there's something you need to know, please don't wait until we feature it. Call us, email us, tweet us! It doesn't matter how you get in touch; we'll help. It's what we do!



### In The News:

E-Cigarettes! Exploding! Why?  
This may be something on your mind.

And the short answer is – the batteries are getting fried in the wrong chargers! Because they are USBs, people are leaving them in computers and iPad chargers which aren't compatible.

This overheats the lithium-ION batteries causing the explosive reactions we've been seeing on the news.

If you need help with fire safety compliance, do get in touch with us.

We're on the Web!

Visit us at:

[www.firesafetycompany.com](http://www.firesafetycompany.com)

...COMING SOON...

[www.healthsafetyenvironment.co.uk](http://www.healthsafetyenvironment.co.uk)

