



Fire safety support for local businesses

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safety advice to protect your business



LFB
LONDON FIRE BRIGADE

As the person responsible for fire safety of a building/business, you have certain legal responsibilities to make sure that you, your staff and your customers stay safe.

To help you with this, London Fire Brigade provides advice and support to local businesses.

With legislation constantly changing, this leaflet provides guidance to ensure you are meeting those legal requirements and direct you to further support.

All businesses MUST record a Fire Risk Assessment (FRA)

As the responsible person for a building/business it is your responsibility to identify any hazards and risks to your premises and take appropriate action to reduce them. Depending on how large/complex your business is, you may need to contact an expert for help or you may be able to do it yourself.

The FRA should include the following:

- Identify fire hazards.
- Identify people at risk.
- Evaluate, remove or reduce and protect from risk.
- Record, plan, inform, instruct, train.
- Review.

Fire Safety Arrangement

- This must be recorded for all premises.
- LFB advises that it is best practice to record your testing and maintenance of fire alarms and emergency lighting, as well as your emergency and staff training procedures, as part of your fire safety arrangements for business continuity.



Common causes of fire

- Cooking – deep fat fryers, unattended cooking, build-up of grease, especially in ducting.
- Electrical supply – plugs and cables including overloading or damaged sockets, portable heaters, batteries.
- Open and unattended flames – candles, smoking, sheesha.
- Items with lithium batteries, such as e-bikes and e-scooters.

General safety advice

- Ensure fire exits and escape routes are always kept clear and unlocked.
- Staircases could form the means of escape from other floors, so it is essential that they are kept free from any combustible materials.
- Fire doors should not be wedged open, especially if they open onto a staircase or protected route.
- Evacuation procedures should be tested regularly with staff to ensure all staff are aware of it and know what to do in the event of an emergency.
- All alarms should be tested weekly.
- Emergency lighting should be tested monthly if present.
- Ensure e-bikes and e-scooters are charged and stored correctly. It's recommended that they are not stored in shops or businesses, and are away from escape exits and routes.
- Follow the manufacturers' guidance on correct use of products.

If you have any questions or require any further support, please scan the QR code on the front of this leaflet or email us at **businesssupportgroup@london-fire.gov.uk**