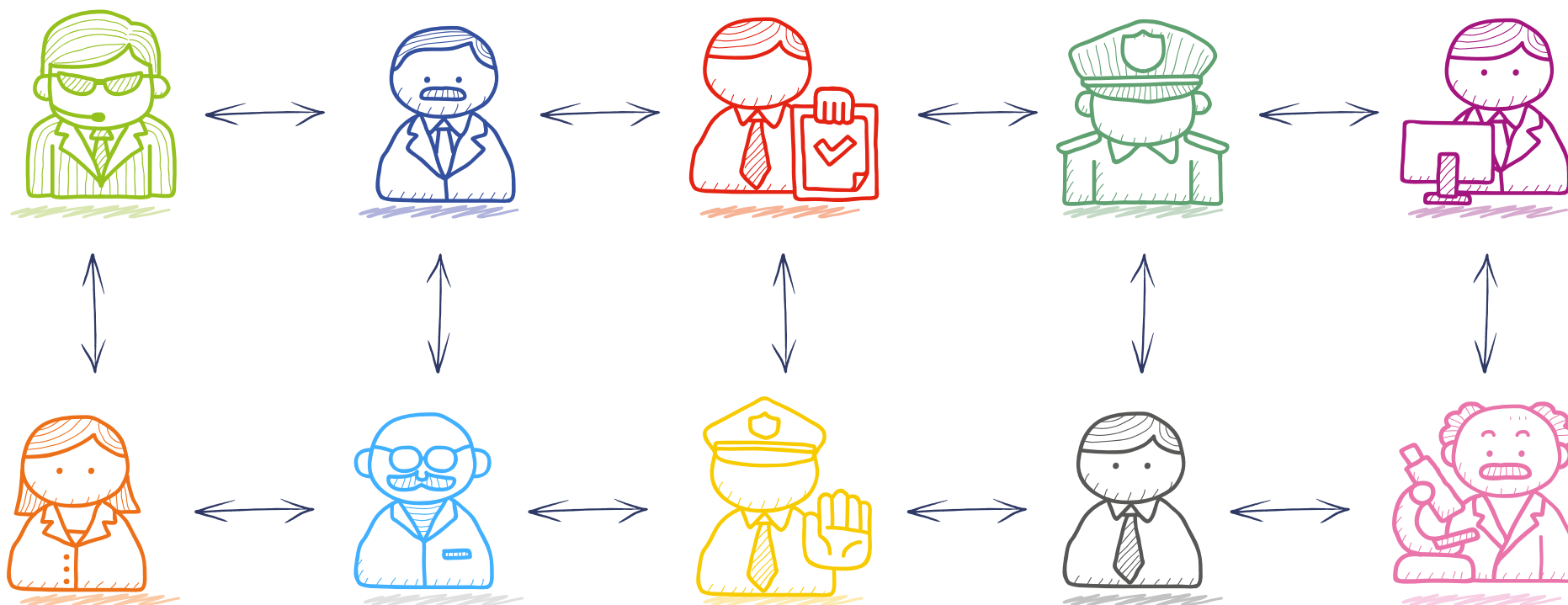


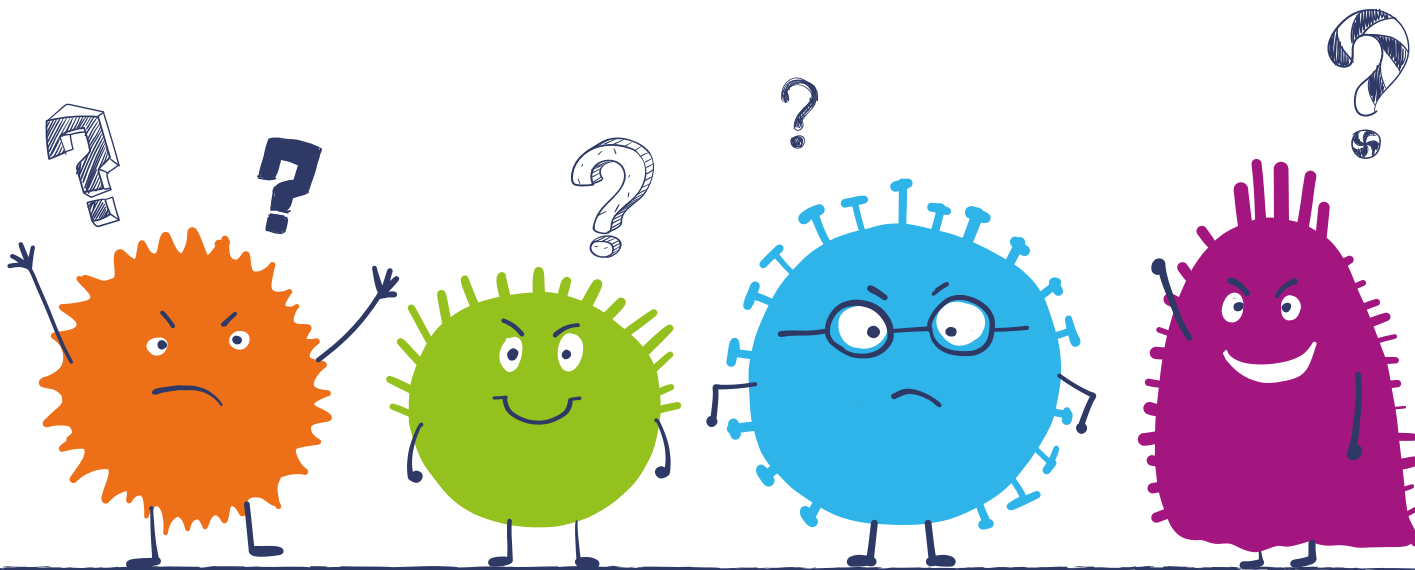


West Yorkshire
Fire & Rescue Service

Returning to Work after COVID-19 Lockdowns



Many commercial premises are or will be making arrangements to return to work after a **considerable period of lockdown**. West Yorkshire Fire & Rescue Service (WYFRS) have produced the following advice to help ensure workplaces **are safe** for returning employees and members of the public.



If you need further advice, please visit our website: www.westyorksfire.gov.uk
or e-mail fire.protection@westyorksfire.gov.uk

Escape routes and exits

All fire exit doors should be checked so as to ensure they are capable of being opened easily and immediately from the inside when required. Any additional security devices used during the lockdown should be removed from all fire exit doors. If you share an escape route remember that those other businesses may not be open.

All exits, passages, landings and stairways should be checked to ensure they are available and free from obstruction. A clear and unobstructed route leading from each fire exit to a place of safety outside the premises should be provided and maintained available for use.

Fire resisting doors should be effectively self-closing (except those serving storerooms, plant rooms etc. which should be kept locked shut). Door closers need to be fitted and set correctly to ensure fire doors fully close into the frame.

All fire exit doors
should be checked

Keep up with
maintenance



The emergency lighting should be operated prior to the readmission of people to ensure that it is in efficient working order. Bulbs in emergency lighting units should be visually examined/checked for operation by walking all the escape routes. During this check it should be possible to see all fire extinguishers and fire alarm call-points. The lighting level provided should be sufficient in order to safely find your way out of the building and operate any devices found on exit doors. Arrangements should be made to ensure the system is inspected and serviced in accordance with the maintenance recommendations described in British Standard 5266-1.

If you need further advice, please visit our website: www.westyorksfire.gov.uk
or e-mail fire.protection@westyorksfire.gov.uk

Fire Doors

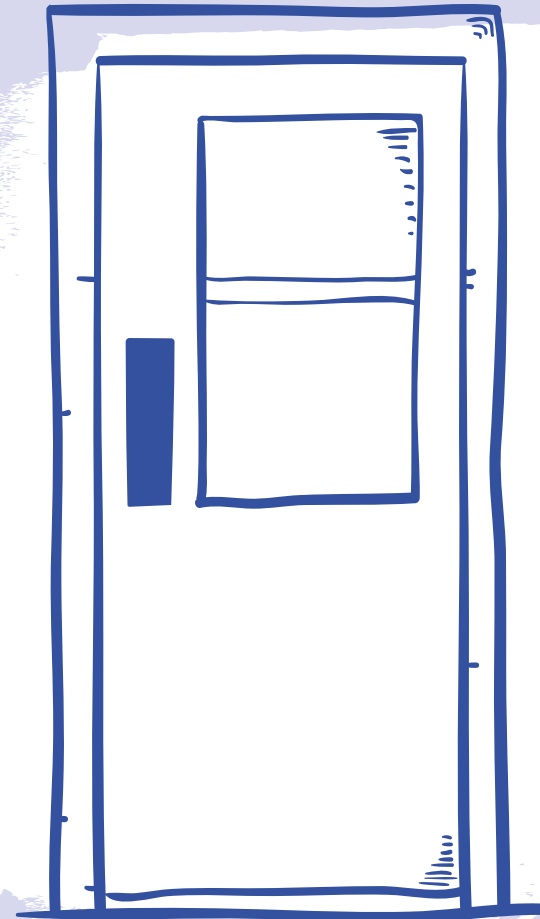
Please do not wedge
fire doors open

We know that many people will be worried about returning to work and will look for ways to limit the surfaces they touch to reduce transmission of the virus. However, we cannot stress enough how important it is not to wedge fire doors open.

Fire doors are a critical element in the fire safety of a building and are there to protect people and property should a fire occur and need to remain closed. As an alternative we ask that you focus on regular cleaning of door handles and push plates.

Clean door
handles and push
plates regularly

EXIT!



If you need further advice, please visit our website: www.westyorksfire.gov.uk
or e-mail fire.protection@westyorksfire.gov.uk

Fire Alarm

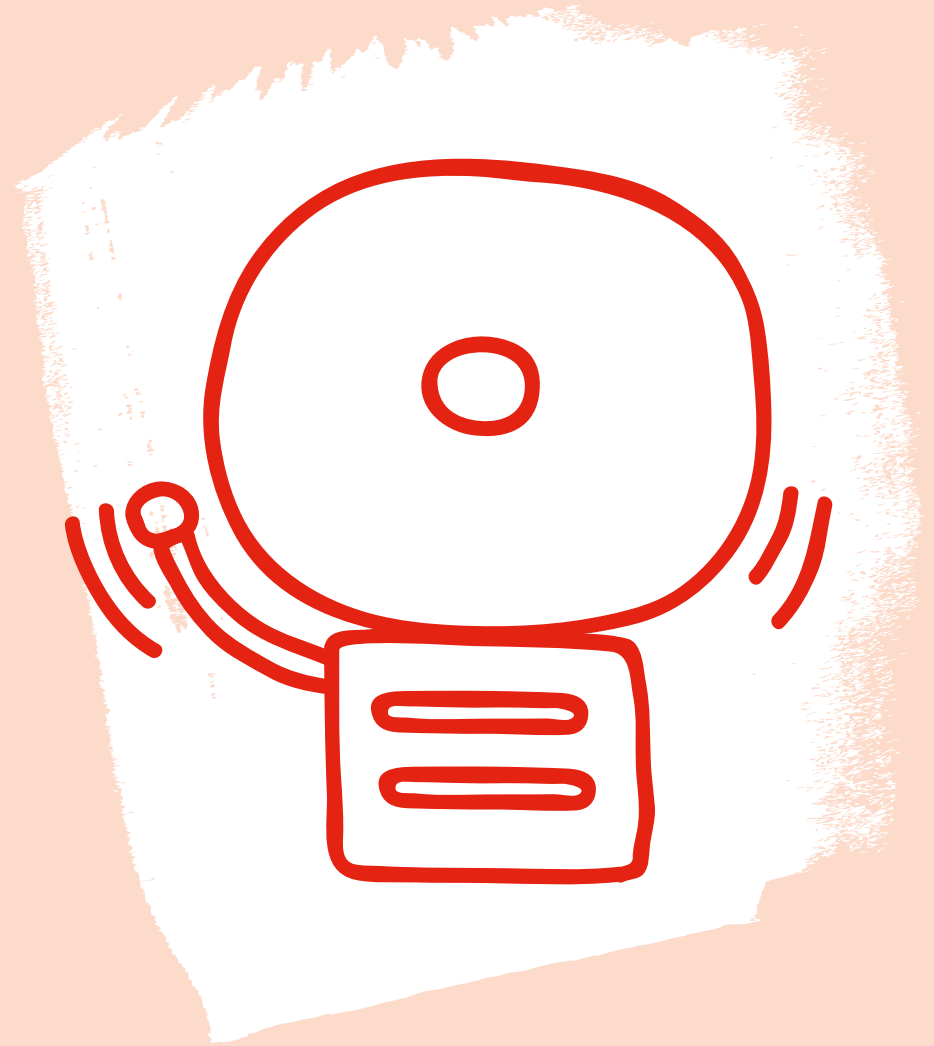
At least one manual call point should be operated to test the ability of the fire alarm control panel to receive a signal and sound the alarm and where provided, to ensure that the fire alarm signal is received at an alarm receiving centre (ARC). You should inform your ARC before carrying out this test to prevent WYFRS being falsely called to your premises.

Fire doors fitted with automatic releases and any other active fire measures triggered by the alarm system should be checked to ensure that they are operating correctly.

Arrangements should be made to ensure the whole system is inspected and serviced in accordance with the maintenance recommendations described in British Standard 5839 Part 1.

Check all fire doors fitted with alarms are working correctly

Test your alarm regularly



If you need further advice, please visit our website: www.westyorksfire.gov.uk
or e-mail fire.protection@westyorksfire.gov.uk

Fire Extinguishers

Potentially the most recognisable form of fire safety equipment, fire extinguishers usually represent the first line of defence in the event of a fire. You should ensure that your fire extinguishers remain in full working order and are legally compliant. You should also ensure your staff know how to use them safely when the situation arises.



If you need further advice, please visit our website: www.westyorksfire.gov.uk
or e-mail fire.protection@westyorksfire.gov.uk

General fire precautions and other fire protection systems

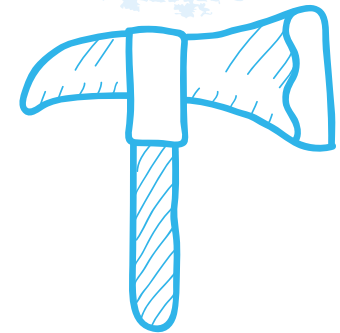
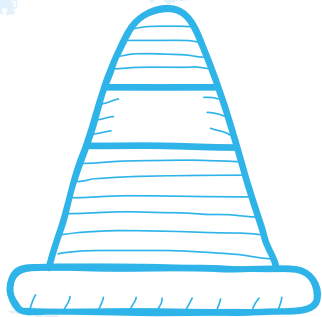
Any element of fire safety provided on your premises should be maintained and serviced to ensure it is in working order. It is essential to carry out these to protect the wellbeing of your employees and visitors too.

It is best to keep all equipment regularly serviced rather than leave it until it is too late, which can generate more costs in repairs and replacements.

You must provide appropriate information, instruction and training to your employees about the fire precautions in your workplace. This is particularly important to all new employees. The training to be provided will depend upon the significant findings of your fire risk assessment

Have your employees received the correct training?

Maintain all safety equipment regularly



If you need further advice, please visit our website: www.westyorksfire.gov.uk
or e-mail fire.protection@westyorksfire.gov.uk

Fire risk assessment & fire safety arrangements

There are no specific time periods in law for how often fire risk assessments must be done or reviewed. The law simply says that the person responsible for the assessment in your building must review it 'regularly' to make sure it's up to date.

WYFRS recommend you review your fire assessment as soon as possible after you return from lockdown.

You must also make sure that the fire safety arrangements are appropriate. These arrangements will range from something very simplistic, i.e. weekly testing of the fire alarm, through to complex arrangements requiring the provision of trained fire wardens. The responsible person must ensure that there are sufficient available employees present at the premises to perform and carry out these arrangements. This is an extremely important consideration because a significant number of employees maybe unavailable due to homeworking.



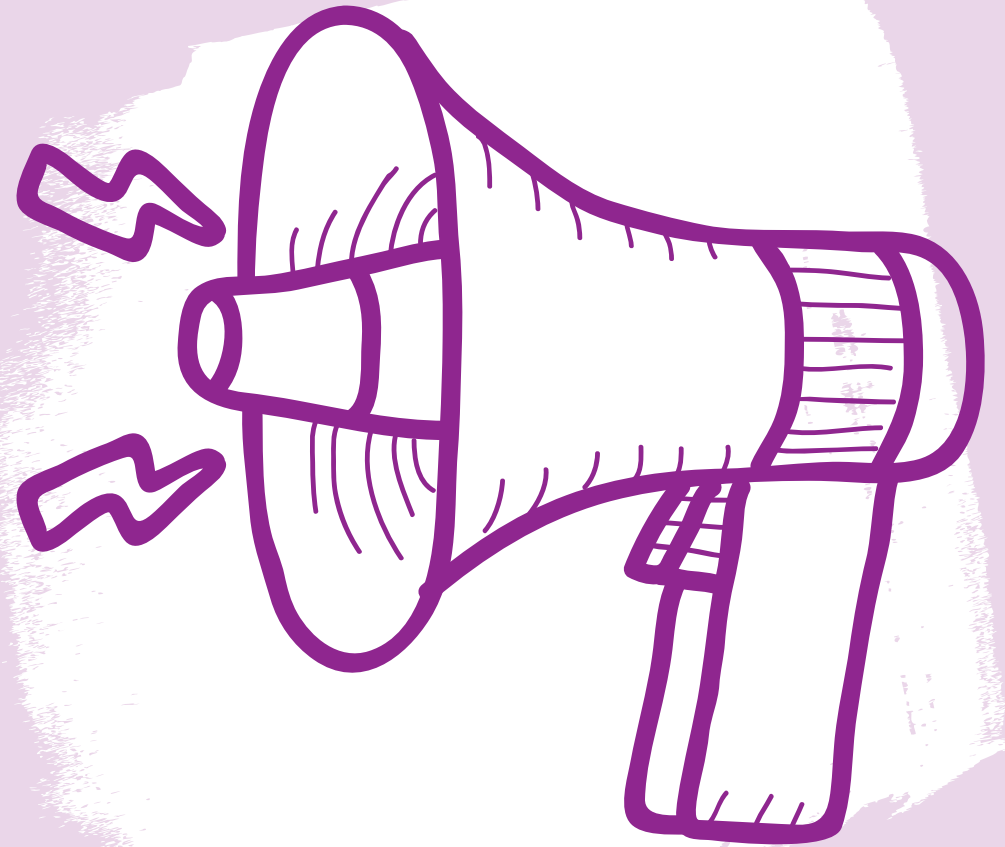
If you need further advice, please visit our website: www.westyorksfire.gov.uk
or e-mail fire.protection@westyorksfire.gov.uk

Training

If you haven't undertaken staff training for some time, on your return ensure that all staff know what to do in a fire situation. If those people with specific tasks have not returned to work, ensure that other suitably trained staff are available.

Do your staff know what to do in a fire situation?

Make sure that all staff training is up to date immediately after lockdown



If you need further advice, please visit our website: www.westyorksfire.gov.uk
or e-mail fire.protection@westyorksfire.gov.uk