

Get your business in shape for Bonfire Night



Bonfire night is coming. **This year the 5 November falls on a Monday** so there is a higher risk of the associated antisocial behaviour over the weekend before this starting on Friday the 2nd November and for the following week. The following information has been put together to help businesses review their fire risk assessment and security policies at this critical time. A few minutes to review these issues now could literally save your business. If properly recorded this will also contribute towards your regular review of your fire risk assessment, which is required by law.

Definitive guidance can be found at: www.firelawscotland.org

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Get your premises in good order

Check your housekeeping routines:

- Arrange for excess or bulk rubbish to be collected, don't let it build up;
- Coordinate your housekeeping with bin collection days;
- Keep emergency escape routes clear;
- Ensure your business data is backed up regularly and a copy stored off site;
- Hazardous materials should be returned to secure storage when not in use and at the end of the day;
- Isolate or switch off machinery and devices

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Be as safe as possible

Review the security of your entire site.

Have a routine for securing your property at the end of the day:

- Secure windows and close all blinds;
- Shut internal doors;
- Escape routes must be kept clear;
- Set intruder alarm; Lock all external doors.
- Ensure your intruder and fire alarms are being regularly tested.
- Make sure that all system faults are repaired.
- Check that external lights are all working and any CCTV is recording correctly.
- Ensure your key holder details are up to date.

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Before you leave for the night

The night before bonfire night:

- Consider moving wheelie bins away from the building and out of sight;
- Consider securing external waste bins shut.
- Avoid leaving waste outside over the weekend.
- Move stock and park vehicles away from buildings.



Chief
Fire
Officers
Association
Scotland

You can help stop most of these fires!



Just follow these simple steps...

- Don't block escape routes with rubbish containers;
- Keep rubbish or rubbish containers away from windows, doors or other openings to buildings which could spread fire;
- Wheelie bins should be immobilised away from the building;
- Keep rubbish or rubbish containers away from possible ignition sources eg electrical heaters, boiler flue pipes etc.;
- Prohibit smoking in or around storage and refuse areas;
- Keep lids on bins wherever possible; Empty refuse containers regularly – make sure they're not overflowing;
- Remove materials and skips from under canopies; Keep lids in skips;
- Don't use plastic lids on skips;
- Don't overfill skips; Keep skips in caged, locked areas; Make sure security staff have spare keys for Fire & Rescue Service access;

These guidelines will dramatically reduce the chances of someone starting a fire deliberately! If you sell fireworks you have certain obligations to the public and your staff.

More information is available at www.direct.gov.uk/fireworks