



NFCC
National Fire
Chiefs Council

Campaign Toolkit



Business Safety Week 2023

11-17 September

#BusinessSafety23

Business Safety Week

Business Safety Week is an awareness campaign to target small and medium sized businesses and encourage them to comply with their legal and moral fire safety obligations.

We encourage businesses to work with fire services for advice and guidance to ensure they comply with the law. Many businesses will see significant challenges due to the economic climate which could have an impact on fire safety in the workplace.

[Cost of living Protection toolkit can be used as part of the week based on local need. The toolkit and supporting resources are available on the NFCC website.](#)

Fire and rescue services in England and Wales will also be aware of recent changes in legislation which will require additional information for businesses, so they remain compliant. Section 156 of the Building Safety Act comes into force on 1st October. So, the week provides an opportunity to communicate this information to businesses. More information is available on NFCC's Virtual Learning Environment (VLE) under the Regulatory and Procedural catalogue - Fire Service Specific Training.

The week is a chance for FRS fire safety teams to highlight protection work. FRSs may wish to focus on the most prevalent types of businesses in your area for the week of action. This can include organising and running events with chambers of commerce or trade associations in your area. Running drop-in sessions for businesses and getting out and about to visit with information and advice on what your service can provide for them. Share any activities on social media – this could include feedback from businesses about the advice and help they have received.

If your service holds business safety workshops, checks or webinars use the week to promote these.

The toolkit includes information on some of the products for FRS and businesses launched to support fire safety in the workplace.

Suggested social media messaging

Ahead of the week

Next week is @NFCC_FireChiefs Business Safety Week. If you own, run or are responsible for a small or medium business look out for fire safety information and advice by following #BusinessSafety23

It's Business Safety Week. Workplaces must take steps to prevent fire and be able to take action if a fire should occur. It's the law and can help keep businesses resilient and employees and customers safe. **@nameofFRS** can offer your business support and advice #BusinessSafety23



Press Release

Name of FRS urge businesses to make fire safety a priority

Name of FRS will be offering small and medium sized businesses a range of advice during the National Fire Chiefs Council's (NFCC's) Business Safety Week, which runs from 11th – 17th September. The week aims to help businesses understand their fire safety responsibilities so they remain safe, legal, and compliant.

Many fires in the workplace are preventable and some businesses never recover after a fire. Helping businesses to manage their fire risks and hazards, and potentially to save lives and safeguard their businesses against financial and commercial loss is of key importance. Simple measures to reduce risks of a fire starting and ensuring staff know how to respond in the right way can help to keep people safe and makes business sense.

At this time of year many businesses will be preparing for the Christmas period and may also be impacted by the cost of living crisis. It's important that businesses consider the risk of fire in any changes they make and ensure all staff are aware of fire safety in the workplace.

For England and Wales Only

From 1st October new fire safety legislation comes into effect. This will mean that many businesses and building owners need to check if and how this affects them to ensure they are complying with the regulations. The main changes are:

- **All businesses will need to record a fire risk assessment and fire safety arrangements in full – regardless of the number of employees, and size or type of business.**
- **There are increased requirements for cooperation and coordination between Responsible Persons in multi occupied buildings or those where the occupier and owner are not the same person.**
- **In residential buildings with two or more domestic premises residents must be provided with information on the risks from fire and the fire safety measures provided to keep them safe.**

The campaign week will highlight these changes and highlight the advice that **name of FRS can provide to ensure they remain compliant with the law.**

There's plenty of advice and support for businesses from **@name of fire and rescue service** so we encourage anyone that has questions or may not be sure about fire safety to contact us so we can help. **(Include details of any engagement activities planned)**

Gavin Tomlinson NFCC's Protection and Business Safety Committee Chair said "Fire and rescue services are committed to helping all types of businesses reduce the risk of fire in the workplace and be compliant with fire safety law. We don't expect businesses to be experts that's why we are here to provide help and advice.

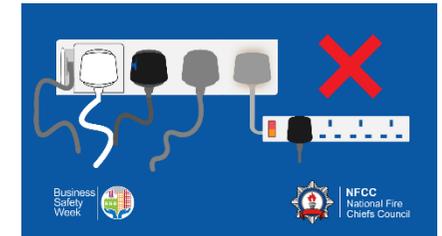
"We encourage any business to work with their fire service to help prevent fires to help them remain productive, safe and legal."

Fire Safety Messaging¹

Electrical Safety in the Workplace

Electrical items are one of the most common cause of fires in the workplace. Ensure they are tested and maintained. Damaged and faulty equipment should not be used, so make sure your staff know what to look out for #BusinessSafety23

Simple precautions such as not overloading sockets, looking out for damaged electrical items and switching them off when not being used can help reduce the risk of fire in your business #BusinessSafety23



Arson Prevention

The best defence against arson is adequate security for your business. Most attacks are opportunist. Lock-up procedures, working security lights and alarms and good housekeeping can reduce risk #BusinessSafety23

Anti-social behaviour, vandalism and small fires around your business are behaviours which can be linked to arson. Look for the signs and report anything suspicious on 101 or Crimestoppers 0800 555 111. #BusinessSafety23



A short animation is available in resources

[NFCC Arson Prevention Leaflet for businesses](#) [NFCC Arson Prevention Leaflet for landowners](#)

[NFCC has recently launched its Arson Reduction Strategy 203-2026](#) which outlines useful information in addressing this risk.

Fire Exits and Doors

If it's locked or blocked, then it's not a fire exit. Check fire exit doors are not blocked or obstructed from the inside or outside and clearly signed and lit #BusinessSafety23

A properly certified and maintained fire door will help delay fire and smoke spread. Never prop or wedge them open and make sure staff understand the importance of fire doors in your fire safety plan #BusinessSafety23



[Fire Door Safety Week will run from 25-29 September](#)

Reduce False Alarms

If the fire alarm at your workplace keeps going off, get in touch with your fire and rescue service for advice. It could be something as simple as the wrong detector in the wrong place #BusinessSafety23

<https://www.youtube.com/watch?v=kKD7katMS5k>

¹ Suggested messaging – feel free to add your own depending in your available resources and to promote existing website content

Fire Risk Assessments

Some useful documents have been updated on government websites so it might be useful to check you are referring to these useful documents and checking for updates in England and Wales relating to section 156

England – <https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist>

Scotland – <https://www.gov.scot/publications/fire-safety-risk-assessment-forms-and-guidance/>

Wales small premises - <https://www.gov.wales/fire-safety-risk-assessment-checklist-small-premises>

Businesses must have an up-to-date Fire Risk Assessment which should be regularly reviewed It's the law. If you don't know where to start take a look at the five steps you should consider ([Link to relevant government website or to updated information on FRS website](#)) #BusinessSafety23

Fire and rescue services cannot complete a Fire Risk Assessment for your business. But we can help you find out what you should do to complete one ([link to FRs website or government guides](#)) #BusinessSafety23

England and Wales

Fire safety legislation is changing! From 1 October no matter how many people you employ or the size and type of business, you must have a full, written record of your fire risk assessment #BusinessSafety23



Artificial/dried Foliage

We have seen a number of fires in the UK which have involved artificial foliage used to decorate walls and ceilings. These displays are most commonly seen in licensed premises – but not exclusively.

Fires have started in a number of ways including flambéing food, sparklers and indoor fireworks and candles. Displays such as these can lead to rapid fire development and spread. These displays should be fire retardant or have been treated with a proprietary fire-retardant treatment (which may need regular treatments).

Consideration must also be given to fire protection systems such as sprinklers, so they do not restrict or impact their operation.

The Responsible Person(s) must consider surface finishes of their premises in their fire risk assessment. This includes determining if additions such as artificial foliage will be safe.



Key messages:

- Ensure heat sources and naked flames are away from artificial foliage displays.
- Artificial foliage should not be located on stairways, corridors or means of escape.
- Artificial foliage must be considered in your premises fire risk assessment.

- A competent person must review and assess the risk posed.
- Products must be suitable for commercial use and certificates retained for future inspection by the Fire Authority.
- It is recommended that all artificial foliage products are purchased as inherently fire retardant.
- Understand the limitations of retrospectively applying fire retardant products especially on plastic-based foliage.

NFCC is producing a technical guidance note for FRS early in 2024 with further information.

If your business is using decorations such as artificial green wall displays make sure they are suitable for commercial use and considered in your fire risk assessment. They must be clear of heat sources or naked flames #BusinessSafety23

Take care with decorations like artificial or dried flowers and foliage are suitably fire retardant and should not be on stairs, corridors and means of escape. They must be considered in your fire risk assessment #BusinessSafety23

Living Accommodation and Businesses

Many smaller businesses may have accommodation above or adjacent to them, you can also highlight fire safety for these premises. Encourage residents living above a business to check they can be alerted to a fire in the premises and are protected from it whilst they escape. Businesses have a legal obligation to ensure they don't compromise people's homes.

If you live above a business and have any concerns that their fire safety might be putting you or your home at risk, you can contact your local fire service for help and advice **(include information on your website and or contact email)** #BusinessSafety23

If your business has accommodation above or adjacent you must protect everyone on the premises

- Fit an alarm which can be heard throughout the building
- Keep escape routes clear
- Keep fire doors closed
- Make sure everyone knows how to get out

#BusinessSafety23

Business Fire Safety Awareness Tool

‘An interactive tool to help small business owners understand their legal duties for fire safety in the workplace’.

[NFCC worked with West Sussex Fire and Rescue Service to secure funding to develop a fire safety awareness tool for small businesses.](#) It was developed by NFCC working with Eyecademy, 925 Studios and Northampton University.

The tool is a fun, interactive game which gives small business owners and managers a general overview of their responsibilities following a fire risk assessment and tests general fire safety knowledge in the workplace.

[The Business Fire Safety Awareness Tool](#) is for general fire safety awareness in the workplace, it is not intended as a training tool for completing a fire risk assessment.



Suggested Social Media Messaging (Either link to the tool via NFCC as below or link via your own FRS website)

As a small business how much do you know about fire safety? Take a look @NFCC_FireChiefs interactive awareness tool. It's a great way to check and test your fire safety knowledge <https://www.nationalfirechiefs.org.uk/Business-fire-safety-awareness-tool> #BusinessSafety23

Fire safety law for the workplace can seem daunting. See our fun, interactive tool for small businesses. It's designed to give an overview of your responsibilities following a fire risk assessment on your premises <https://www.nationalfirechiefs.org.uk/Business-fire-safety-awareness-tool> #BusinessSafety23

Section 156 of the Building Safety Act 2022 (Info for England and Wales)

Please check the information on your website. This doesn't mean you have to create a new area for Section 156 but ensure those areas the legislation impacts are updated so that they are accurate and reflect the upcoming changes. Any links to previous guides on government websites will need checking - some guidance is no longer applicable and has been archived. Don't forget to check any of your own resources which may be available in hard copy or as downloads.

[These requirements apply to all non-domestic premises, such as where people work, visit or stay, including workplaces, and the non-domestic parts of multi-occupied residential buildings \(e.g. communal corridors, stairways, plant rooms\). The requirements do not apply within individual domestic premises.](#)

[Section 156 information will be available on the NFCC website.](#)

You can promote any events your protection teams might be running as part of the campaign week

Section 156 videos with captions to support messaging are available via the Business Safety Week webpage. Each video has a Gif if you prefer to use these on social media.

You can also access them and get embed codes via the share button on Vimeo

England Vimeo Links

[Fire Safety Legislation](#) [Fire Risk Assessment](#) [Fire Authority Powers](#) [Getting It Right](#) [Responsible Person](#)

Colleagues in Welsh FRS have been provided with English and Welsh language Section 156 videos accessed via the webpage. Do not use the English language videos from the English resources folder. There are differences between the Section 156 requirements in England and Wales.

Wales Vimeo Links

English Language - [Fire Safety Legislation](#) [Fire Risk Assessment](#) [Fire Authority Powers](#) [Getting It Right](#) [Responsible Person](#)

Welsh Language – [Fire Safety Legislation](#) [Fire Risk Assessment](#) [Fire Authority Powers](#) [Getting It Right](#) [Responsible Person](#)

[Fire safety guidance for small buildings | GOV.WALES](#)

Suggested Social Media Messaging

From 1 October fire safety legislation is changing. Will your business be affected and what fire safety guidance should you follow? Find out more ([include link to information on your website](#)) #BusinessSafety23

Longer text - From 1 October fire safety legislation is changing in England and Wales.

Are you prepared? Section 156 of the Building Safety Act will commence. Many premises will be affected by this change including small shops and take-aways, holiday lets and small blocks of flats. Find out if this affects you and your business ([include link to information on your website](#)) #BusinessSafety23

Fire safety legislation is changing! From 1 October no matter how many people you employ or the size and type of business, you must have a full, written record of your fire risk assessment. Find out more ([Link to FRS website or relevant government website](#))

#BusinessSafety23



Longer text - Fire safety legislation is changing! If you are the Responsible Person for a small business, a small block of flats or a holiday let, you may have previously been exempt from the requirement to have a written fire risk assessment.

From 1 October 2023, you will need to have a full, written record of your fire risk assessment regardless of the size or use of your building. ([Link to FRS website or relevant government website](#)) #BusinessSafety23



What is a Responsible Person? If you are deemed to have some control of a business premises and manage the risk of fire, then you are a Responsible Person. Changes from 1 October could affect you #BusinessSafety23



Longer text - What is a Responsible Person? If you are deemed to have some control of a business premises and manage the risk of fire, then you are a Responsible Person. Changes from 1 October could affect you. If the building is occupied by multiple businesses or you don't own the building, you will be required to share information with all other Responsible Persons within the building and keep a record of that information. You must inform other Responsible Persons(s) of your name UK address and the parts of the building you are responsible for. #BusinessSafety23

Fire and rescue services want to help you comply with your legislative duties and ensure your premises and the people in them are safe from fire. It can be daunting if your business is having a fire safety audit. Let us explain what an inspector is looking for #BusinessSafety23



Longer text – Fire and rescue services can offer guidance and advice to ensure your business and Responsible Persons are complying with fire safety law to keep your business, employees and the people that use your building safe from fire. With upcoming changes to fire safety legislation see this video for an idea of the main things an inspector will be looking for to ensure your business is legal and compliant. #BusinessSafety23

Fire and rescue services have a statutory duty to enforce the Fire Safety Order. We can advise your business if you are not compliant but where there is a risk of serious injury or death we may have to prosecute #BusinessSafety23

Long text - Fire and rescue services have a statutory duty to enforce the Fire Safety Order. There are some changes to legislation which commence on 1 October. It's important you check your business is complying with any new requirements. If things do go wrong we can advise on changes needed but in the most serious circumstances where there is a risk of serious injury or death we will prosecute. Find out more about Fire Authority Powers #BusinessSafety23

