




OHEAP
FIRE & SECURITY

Fire Safety Guide

5 Easy Steps to Fire Safety

0330 999 8786
www.oheap.co.uk

Step 1: Using the correct fire extinguisher

OHEAP FIRE PROTECTION	A Fires involving freely burning materials	B Fires caused by combustion of liquids	C Fires involving gases	D Fires involving flammable metals	 Fires involving electrical equipment	F Fires involving cooking oils & fats
Water	✓					
AFFF Foam	✓	✓				
Hydrex Plus	✓	✓				✓
ABC Dry Powder	✓	✓	✓		✓	
Dry Powder Special				✓		
CO2		✓			✓	
Wet Chemical	✓					✓

Step 2: Prepare your staff

As the “responsible person” you are legally required, under The Regulatory Reform Act (2005), to:

- Carry out and regularly review your fire risk assessment.
- Inform staff about the risks you’ve identified.
- Put in place and maintain appropriate fire safety measures.
- Plan for an emergency.
- Provide staff with fire safety instructions and regular training.

0330 999 8786
www.oheap.co.uk

Step 3: Maintain fire alarms & emergency lighting

Your maintenance checklist

Fire Alarms - BS 5839-1:2013
Emergency Lighting - EN50172:2004

Fire Alarm Checklist

Daily: Check your control panel
Weekly: Test system by operating break glass call point
Every 6 Months: Book a test with a servicing contractor

Emergency Lighting Checklist

Daily: Check indicators are lit on all units
Weekly: Perform a test by powering down all units
Every 6 Months: Book a test with a servicing contractor

Step 4: Use the correct safety signs

There are different categories of fire signage required by the two main pieces of fire safety legislation governing fire safety signs: The Regulatory Reform (Fire Safety) Order 2005 & The Health and Safety (Safety Signs and Signals) Regulations 1996



0330 999 8786
www.oheap.co.uk

Step 5: Using the right people

It's important to ensure that companies who carry out work on your behalf are certified under British Standards and have all the skills needed to ensure equipment and systems work at the critical moment when they are required most.

That's where OHEAP come in

OHEAP Fire & Security are a third-generation family-run business. We've been Fire protection specialists since 1958 and are trusted by over 7000 customers nationwide.

As a company we are constantly striving to improve the services we offer customers. One of the ways we ensure this is to carry out work in line with industry-leading, third party professional bodies. As part of these bodies we must pass rigorous entry criteria are regularly assessed in order to maintain our high standards.

- All our equipment is manufactured to the appropriate British Standards.
- We keep up to date with any changes in the law to ensure we remain compliant.
- We are a fully accredited ISO9001:2015 Quality Management and ISO14001:2015 Environmental Management company.
- Our engineers are regularly trained within the BAFE scheme.
- Our electrical engineers are BAFE & NSI Gold accredited.



0330 999 8786
www.oheap.co.uk