



October Newsletter 2026

In this month's newsletter, we're sharing practical tips to help you manage fire safety effectively.

We are also recognising **World Mental Health Day on 10 October**, it is an ideal opportunity to reflect on how we protect both the physical safety and wellbeing of those within our workplaces.

Fire safety is one of the most important aspects of protecting your employees, premises, and business continuity.

By taking proactive steps, you can reduce risks, remain compliant with legislation, and create a safer workplace for everyone.

Fire Risk Assessment

A legal requirement for most non-domestic premises and the foundation of your fire safety arrangements.

Escape Routes & Detection

Keep exits clear, test alarms weekly and ensure early detection systems are maintained.

Fire Doors & Signage

Critical controls for containing fire and smoke and supporting safe evacuation.

Training & Drills

Appoint Fire Wardens, conduct regular drills and ensure all staff are prepared for an emergency.

World Mental Health Day

A safe workplace extends beyond physical hazards — promoting wellbeing matters too.

Review Your Fire Risk Assessment

A suitable and sufficient Fire Risk Assessment is a **legal requirement** for most non-domestic premises and forms the foundation of your fire safety arrangements.



Keep it up to date

Review regularly, or whenever significant changes occur — e.g. changes to layout, occupancy or work processes.



Record key findings

Document identified hazards, persons at risk and existing control measures.



Assign a Responsible Person

Appoint someone to oversee fire safety compliance across the premises.



Close out actions

Review and close out any outstanding actions arising from the assessment.



Need support?

DCP can undertake Fire Risk Assessments and annual reviews on your behalf, helping ensure compliance and providing practical recommendations to improve fire safety standards.





Keep Escape Routes Clear

In an emergency, occupants must be able to evacuate the premises **quickly and safely**. Blocked or poorly marked escape routes can cost lives.

Unobstructed Exits

Ensure all fire exits and escape routes remain unobstructed and clearly marked at all times.

Easy to Open

Doors must be easy to open without the use of a key where required — never locked against egress.

Regular Inspections

Carry out regular inspections of corridors, stairwells and external escape routes to identify obstructions or defects.

Assembly Points

Ensure assembly points are clearly identified and communicated to all personnel, contractors and visitors.

Test Fire Detection & Alarm Systems

Early detection saves lives and can significantly reduce damage to property. A well-maintained alarm system is your first line of defence.



Weekly Tests

Carry out and record weekly fire alarm tests without fail.



Staff Awareness

Ensure staff understand what the alarm sounds like and how to respond correctly.



System Maintenance

Maintain fire alarm systems in accordance with manufacturer recommendations and relevant standards.



Rectify Faults Promptly

Promptly investigate and rectify any faults — do not leave systems in a degraded state.

FIRE ALARM



ALARM ACTIVE



RESET



Maintain Firefighting Equipment

Firefighting equipment must be **available, accessible and suitable** for the risks present on your premises.



Annual Servicing

Fire extinguishers should be serviced annually by a competent contractor.



Staff Knowledge

Ensure staff understand which extinguisher to use for different fire types — water, CO₂, foam, powder and wet chemical.



Keep in Designated Locations

Never block access to extinguishers or move them from their designated locations.



Regular Inspections

Regularly inspect firefighting equipment for damage or defects between formal service intervals.





**FIRE DOOR
KEEP SHUT**

Fire Doors

Fire doors play a **critical role** in containing fire and smoke, helping to protect escape routes and building occupants. They must never be compromised.

Correct Installation

Ensure fire doors are installed in accordance with manufacturer's instructions and relevant building regulations.

Never Wedge Open

Never wedge fire doors open — even briefly. This destroys their ability to contain fire and smoke.

Self-Closing Devices

Check that self-closing devices operate correctly. Inspect hinges, door closers, intumescent strips and smoke seals regularly.

Signage & Awareness

Display "**Fire Door – Keep Shut**" signage. Raise awareness amongst staff regarding the importance of compartmentation.

Fire Safety Signage

Clear signage is **essential** to support safe evacuation and an effective emergency response. All signage should be visible, legible and illuminated where required.



Fire Action Notices

Display adjacent to call points and final exit doors. Include emergency contact details, evacuation instructions and assembly point information.



Fire Exit Signs

Clearly direct occupants towards the nearest safe exit. Ensure signs remain visible and illuminated where required.



Fire Equipment Signs

Identify the location of fire extinguishers, hose reels, fire alarm call points and other firefighting equipment.



Warning & Prohibition Signs

Highlight fire hazards and reinforce restrictions such as No Smoking/Vaping requirements throughout the premises.

Train and Prepare Your Team

People are your **greatest asset** during an emergency. Well-trained staff respond calmly and decisively — reducing risk and protecting lives.



Provide fire safety training during induction and at regular intervals thereafter to keep knowledge current.



Conduct fire drills at least annually — six-monthly drills are considered best practice.



Appoint and train Fire Wardens/Marshals to assist with safe evacuation and headcounts.



Communicate emergency procedures to all employees, contractors and visitors where appropriate.



Fire Safety Audit Schedule

Use the following schedule as a guide when planning your fire safety inspections and maintenance activities.

Item	Frequency
Fire Alarm Test	Weekly
Fire Alarm Service	Every 6 Months
Emergency Lighting Functional Checks	Monthly
Emergency Lighting Service	Annually
Fire Drills	Twice per Year (Every 6 Months)
Fire Extinguisher Service	Annually
Smoke Detector Inspection & Maintenance	Every 6 Months
Sprinkler System Inspection	Every 6 Months (or per insurer/manufacture requirements)
Fire Risk Assessment Review	Annually
Fire Door Inspections	Periodically (recommended quarterly)
Fire Marshal/Warden Training Refresher	As Required / Periodically
Fire Safety Signage Inspection	Periodically
Emergency Procedures Review	Annually

Record, Monitor, Improve

Maintaining accurate records **demonstrates compliance** and helps identify trends or recurring issues before they become serious problems.



Keep Full Records

Keep records of all inspections, testing, maintenance and training activities.



Maintain a Fire Safety Logbook

Record fire alarm tests, drills, extinguisher servicing and emergency lighting checks in a dedicated logbook.



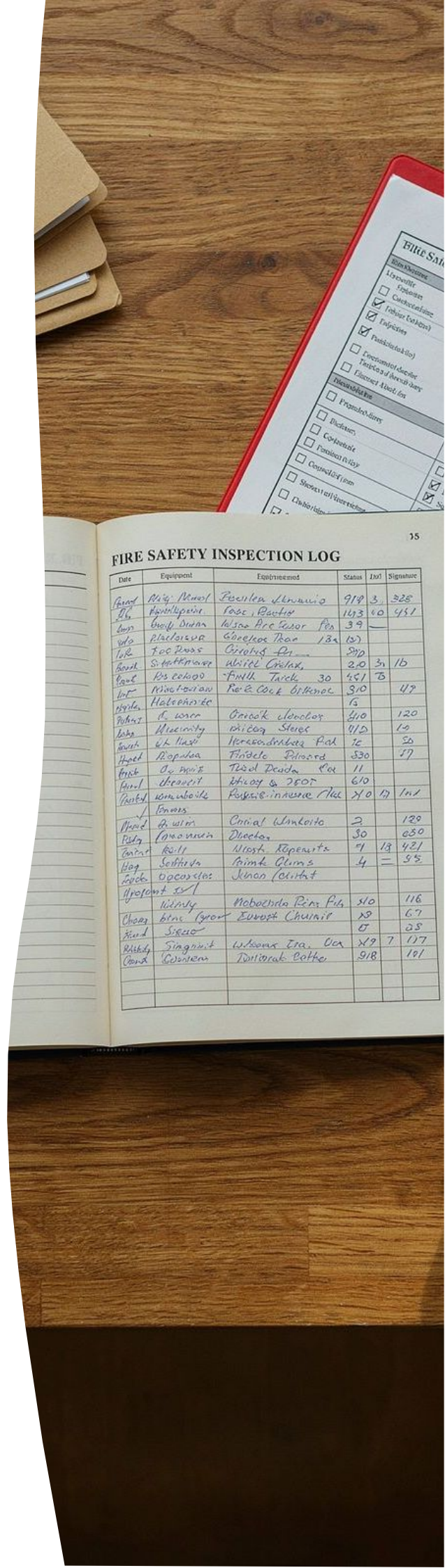
Review Procedures Regularly

Review emergency procedures regularly to ensure they remain current, relevant and effective.



Inspect Signage

Inspect signage to ensure it remains legible, visible and effective — replace any faded or damaged signs promptly.



FIRE SAFETY INSPECTION LOG

Date	Equipment	Equipment	Status	Job	Signature
Jan 01	Fire Alarm	Fire Alarm Control Unit	9/18	3	325
Jan 01	Fire Alarm	Fire Alarm Control Unit	10/13	40	451
Jan 01	Fire Alarm	Fire Alarm Control Unit	3/9		
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/8	10	
Jan 01	Fire Alarm	Fire Alarm Control Unit	2/10	31	15
Jan 01	Fire Alarm	Fire Alarm Control Unit	3/10	75	
Jan 01	Fire Alarm	Fire Alarm Control Unit	3/10		47
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/3		
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		120
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		10
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		50
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		17
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		11
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		6/10
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10	17	101
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		120
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		650
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10	13	421
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		55
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		116
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		67
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		25
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10	7	117
Jan 01	Fire Alarm	Fire Alarm Control Unit	1/10		101

Resources Available on the DCP S&T Retainer Client Portal

The following resources are available to download from your client portal to support your fire safety arrangements:

Templates & Checklists

- Fire Action Notices
- Fire Alarm Test Record Template
- Fire Alarm Service Record Template
- Fire Door Checklist

Training & Guidance

- Fire Toolbox Talk
- Fire Safety Video
- HSE – Controlling Fire and Explosion Risk in the Workplace

-  Log in to the **DCP S&T Retainer Client Portal** to access all downloadable resources. Contact the DCP team if you require assistance accessing the portal.

World Mental Health Day – 10 October

This **World Mental Health Day**, let's take the opportunity to talk, listen and support better mental health together.

Talking about mental health can sometimes feel difficult. Many people worry about saying the wrong thing, which can prevent important conversations from taking place. However, simply taking the time to ask, listen and show support can make a significant difference.

Creating workplaces where people feel comfortable discussing their wellbeing helps foster a positive culture, improves engagement and encourages individuals to seek support when needed.

To support these conversations, guidance is available on <https://www.mentalhealth.org.uk/>

By talking openly and listening without judgement, we can all play a part in creating healthier, more supportive workplaces and communities.



How DCP Can Help

If you would like assistance reviewing your fire safety arrangements or require a Fire Risk Assessment, the DCP team is here to support you.



Fire Risk Assessments

DCP can undertake Fire Risk Assessments and annual reviews on your behalf, ensuring compliance and providing practical recommendations.



Fire Safety Audits

Our team can review your existing fire safety arrangements and help you close out any outstanding actions or areas of non-compliance.



Fire Warden Training

We can arrange and deliver Fire Warden/Marshal training to ensure your team is prepared and confident in an emergency.



Get in Touch

Contact the DCP team to discuss your requirements. We're here to make fire safety straightforward and manageable for your organisation.