

# KEEP YOUR BUSINESS IN BUSINESS

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## INTRODUCTION TO KYBIB

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### YOUR FIRE RISK ASSESSMENT

### GUIDE FOR YOUR INITIAL FIRE RISK ASSESSMENT

### GUIDE FOR FIRE RISK ASSESSMENT REVIEWS

### FIRE RISK ASSESSMENT FORMS

### MAINTENANCE & TESTING/ COMPLIANCE

### BUSINESS BEST PRACTICE FIRE REDUCTION • CRIME REDUCTION

### CONTINGENCY PLANNING AND DISASTER RECOVERY

### YOUR FIRE RISK ASSESSMENT RESULTS

UPDATES & ADDITIONAL SECTIONS:

[www.wmarsontaskforce.gov.uk/kybib](http://www.wmarsontaskforce.gov.uk/kybib)

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VERSION 4: 1/2007

## LEGAL

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The information contained in this Handbook is for general guidance on matters of fire safety only. The application and impact of laws can vary widely based on the specific facts involved and you are advised to seek further specialist advice if you are at all uncertain as to their application in relation to your business. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in the information contained in this Handbook.

While we have made every attempt to ensure that the information contained in this Handbook has been obtained from reliable sources, The West Midlands Arson Task Force is not responsible for any errors or omissions, or for the results obtained from the use of this information. All information in this Handbook is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results which will be obtained from the use of this information.

Under no circumstances will The West Midlands Arson Task Force, its related partnerships or partners, agents or employees thereof be liable to you or anyone else for any decision made or action taken in reliance on the information in this Handbook or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Information contained in this document is correct at time of going to publication.

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## FOREWORD

It is of paramount importance to keep your business fire safe. By taking some simple basic precautions in working practices it is possible to minimise the risk of fire. The watchword is vigilance by all of us at home and at work. It is hard enough battling market forces without the added risk of losing your business through having a fire. The biggest risk to any business is arson. Accidental fires are lapses in attention so it makes sound business sense to be aware and be prepared. In considering ways to keep your business safe from fire you should also consider Automatic Fire Suppression Systems (i.e. sprinklers). Although they may not be required legally they are a proven and effective means of affording protection from fire and both insurers and Fire & Rescue Services actively promote the benefits of it. This handbook contains some useful pointers, some of which are also legal requirements upon business management under existing fire safety legislation.

This guidance handbook contains all that you need to know to make your business as risk free from fire as possible. By reducing the day to day risk of accidental fire you are also reducing the risk of arson by the opportunist arsonist. These words may seem to be over emphasising arson but consider these facts and figures for a moment - Arson is the largest single cause of major fires in England and Wales.

### **In an average week in England arson results in:**

- ▶ **1,200 deliberately set primary fires**
- ▶ **50 injuries**
- ▶ **2 deaths...**

**at a weekly cost of at least £45million.**

### **WILL YOUR BUSINESS BE NEXT?**

**Approximately 75% of businesses\* do not recover from a serious fire.**

\*Source Office of the Deputy Prime Minister Document; Arson Task Force.

## LIST OF SECTIONS

- **Introduction To KYBIB**
- **Your Fire Risk Assessment**
- **Guide For Your Initial Fire Risk Assessment**
- **Guide For Fire Risk Assessment Reviews**
- **Fire Risk Assessment Forms**
- **Useful Proforma:**  
Maintenance and Testing  
Compliance Check
- **Business Best Practice**
- **Contingency Planning and Disaster Recovery**
- **Your Fire Risk Assessment Results**

### **Also available:**

#### **Keep Your School in Business**

(Available to download free from [www.wmarsontaskforce.gov.uk/kysib](http://www.wmarsontaskforce.gov.uk/kysib))

#### **Fireworks Storage & Sales**

(Available to download free from [www.wmarsontaskforce.gov.uk/kybib](http://www.wmarsontaskforce.gov.uk/kybib))

**Mike Hagen**  
**Secretary**  
**Arson Control Forum**



Deliberate firesetting in the commercial world continues to pose a massive financial burden on the economy but the true costs extend beyond just the immediate monetary loss. The societal losses due to arson are far wider reaching.

Three quarters of businesses that suffer a serious fire do not recover at all and go out of business resulting in significant job losses which in turn affect local communities and neighbouring businesses.

Arson attacks on businesses also impose a major risk of injury or death not only to staff but to attending fire crews.

Keep Your Business in Business has been designed to offer a comprehensive guide to carrying out fire risk assessments in line with current legislation and also offers very useful information on best practice regarding fire safety measures, arson prevention and disaster recovery.

Since its introduction in the West Midlands, arson in buildings other than dwellings, has shown a dramatic reduction.

Arson attacks and indeed accidental fires will be significantly reduced if the information and recommendations given in this guide are followed.

The Arson Control Forum is very pleased to support this publication and commends West Midlands Arson Task Force for their groundbreaking work.

**Tim Humphreys**  
**Policy Adviser**  
**Association of British Insurers**

This summer's floods demonstrated how easy it is to be taken by surprise. Many small businesses were unprepared and are now counting the costs. Local businesses provide jobs, services and investment in the community. They need effective and accessible support to make sure they are properly prepared. 'Keep Your Business in Business' gives this support. The advice in this guide can help to ensure that the UK is more resilient to the often devastating impacts of fire.

The Arson Prevention Bureau supports the 'Keep Your Business in Business' initiative and recognises the important contribution it can make to the resilience of the business sector, underpinning the prosperity of our communities.

## Keep Your Business in Business Updates

This pack is available FREE on the West Midlands Arson Task Force website in a PDF format. Each section can be downloaded separately from [www.wmarsontaskforce.gov.uk/kybib](http://www.wmarsontaskforce.gov.uk/kybib). This system allows you to keep this pack current with the best information and advice available, as sections are updated to keep up with changes in legislation and crime and fire protection advice.



An editable form for you to carry out your own risk assessment and input details electronically can also be downloaded from [www.wmarsontaskforce.gov.uk/kybib](http://www.wmarsontaskforce.gov.uk/kybib)

### Other available formats of Keep Your Business in Business

A quantity of KYBIB packs and CDs will be available FREE to businesses thanks to financial contributions from the Local Authority crime and disorder partnerships within the West Midlands region but will incur p&p costs if posted. The FREE copies apply to businesses that have premises at sites within the Local Authority border. However, once the FREE copies are exhausted, the WMATF will have reserve supplies available to request at £19.95 per pack and £3.95 per CD plus p&p.

A charge of £19.95 per pack and £3.95 per CD plus p&p will also be applied to businesses outside of the West Midlands region subject to availability.

Please request your pack and/or your CD from the address below. Full payment by cheque will be required before delivery including p&p at £6 per pack and £2 per CD.

### West Midlands Arson Task Force (KYBIB)

West Midlands Fire Service Headquarters,  
Lancaster Circus Queensway,  
BIRMINGHAM B4 7DE  
Tel: 0121 380 6733  
[www.wmarsontaskforce.gov.uk](http://www.wmarsontaskforce.gov.uk)

The FREE copies will be available from each of the Fire Safety Centres for you to collect. Note: The contact details are listed in this section and we will keep the WMATF website up to date regarding availability.

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This pack was produced with thanks to:



**WEST MIDLANDS  
ARSON TASK FORCE**

Website:

[www.wmarsontaskforce.gov.uk](http://www.wmarsontaskforce.gov.uk)

## **West Midlands Arson Task Force**

Phil Butler,  
Sergeant, West Midlands Police,  
seconded to West Midlands Arson Task Force.

Ian Rawlings,  
Station Officer, West Midlands Fire Service,  
seconded to West Midlands Arson Task Force.



Website:

[www.wmfs.net](http://www.wmfs.net)

## **West Midlands Fire Service**

Station Officer Moss Haden (Retired),  
Business Liaison Officer

Station Officer Steve Rowe (Retired),  
Technical Safety Officer

Zyllah Moranne-Brown, Marketing Manager  
Marketing



Website:

[www.west-midlands.police.uk](http://www.west-midlands.police.uk)

## **West Midlands Police**

Dave Cotton  
Sergeant, Force Crime Reduction Officer

Website:

[www.firetrust.info](http://www.firetrust.info)

## **The Fire Service Research and Training Trust**

## Your Comments

This information pack provides you with legal guidance and best practice to reduce fire risk to your business.

We hope you will find it useful, and we welcome your comments. We would be grateful if you would complete the questionnaire below.

Please fax your response to  
**0121 380 6133**

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	YES	NO
Is this pack easy to understand?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand your legal requirements now?	<input type="checkbox"/>	<input type="checkbox"/>
Do you find the guides to the Risk Assessment helpful?	<input type="checkbox"/>	<input type="checkbox"/>
Is the style of the pack appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
Do you think this has helped improve fire safety standards in your building?	<input type="checkbox"/>	<input type="checkbox"/>

How could it be improved?

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**Contact details** (optional)

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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**Data Protection:**

This information will only be used in line with the Data Protection Act 2000.



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## GUIDES

There are a number of outlets that produce guides that may assist you in completing your fire risk assessment and some of these are detailed below:

**Communities and Local Government (previously known as office of the Deputy Prime Minister ODPM)**

Publications can be ordered by post to:

PO Box 236

Wetherby

West Yorkshire LS23 7NB

Tel: 0870 122 6236

Fax: 0870 122 6237

Textphone: 0870 120 7405

e-mail: [fire.safetyreform@communities.gov.uk](mailto:fire.safetyreform@communities.gov.uk)

website:

[www.communities.gov.uk/fire/firesafety/firesafetylaw](http://www.communities.gov.uk/fire/firesafety/firesafetylaw)

**The Stationary Office**

TSO

PO Box 29

Norwich NR3 1GN

Tel: 0870 600 5522

Fax: 0870 600 5533

e-mail: [customer.services@tso.co.uk](mailto:customer.services@tso.co.uk)

website: [www.tsoshop.co.uk](http://www.tsoshop.co.uk)

**Health and Safety Executive (HSE)**

HSE Books

PO Box 1999

Sudbury

Suffolk CO10 2WA

Tel: 01787 881165

Fax: 01787 313995

Infoline Tel: 08701 545500

Website [www.hsebooks.co.uk](http://www.hsebooks.co.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

The website listed below is available to assist you in complying with **'The Dangerous Substances and Explosive Atmospheres Regulations 2002'** and compliance with the reference to dangerous substances in **'The Regulatory Reform (Fire Safety) Order 2005'**.

[www.hse.gov.uk/fireandexplosion/dsear/background.htm](http://www.hse.gov.uk/fireandexplosion/dsear/background.htm)

## Help is at Hand – West Midlands

WEST MIDLANDS FIRE SERVICE

### Businesses

For further help for **businesses** within the West Midlands contact:

#### West Midlands Arson Task Force

Kingswinford Police Station,  
Moss Grove,  
Kingswinford,  
Dudley DY6 9HU.

Tel: 0121 380 6733

e-mail: arson.taskforce@wmfs.net

www.wmarsontaskforce.gov.uk

#### West Midlands Fire Service Fire Safety Centres at:

Birmingham North Tel: 0121 327 7727

Birmingham South & Solihull Tel: 0121 753 1313

Coventry Tel: 02476 220356

Dudley & Sandwell Tel: 0121 544 7209

Wolverhampton & Walsall Tel: 01902 712016

or look on our website: **www.wmfs.net**

### Fire Safety in the Home

For further information on **fire safety in the home** contact:

**West Midlands Fire Service Fire Safety Hotline: 0800 389 5525**

or look on our website: **www.wmfs.net**

#### Home Fire Safety Check

As part of our commitment to your safety at home, we are offering you a **free fire safety check** and, where necessary, **free smoke alarms**. This safety check will look at all areas of accident and fire risk within your home. We will advise you on the installation and maintenance of smoke alarms and also give advice and information on how to stay safe from fire, including kitchen hazards, safe disposal of smoking materials, candles, heaters, electric blankets and dangers from potentially dangerous substances. In addition, we will help you to make an escape plan to prepare you, should a fire occur in your home.

Further advice on fire safety in the home can be found at: **www.firekills.gov.uk**  
or you can contact your local Fire Safety Centre as listed above.

## Help is at Hand – West Midlands

### West Midlands Fire Service Commercial & Industrial Training Unit (CITU)



For over 20 years, CITU have worked with companies to satisfy the fire training needs of their staff. CITU are committed to continue to assist companies fulfill their legal obligations in line with the Regulatory Reform (Fire Safety) Order 2005 and can provide a variety of theoretical and practical courses specifically designed to complement the needs of a wide variety of different businesses.

Fire safety in **YOUR** workplace belongs with **YOU** and not with the Fire Service!

Current CITU training courses include:

- ▶ Assessing & managing fire safety,
- ▶ Practical fire risk assessment & fire safety auditing,
- ▶ Courses for residential care facilities,
- ▶ Managing fire safety in schools,
- ▶ Fire marshal training and refresher courses,
- ▶ Fire safety awareness training and lectures,
- ▶ Specialist courses including Hot Work; Breathing Apparatus; Industrial Firefighting; Confined Spaces; Petroleum Safety.

CITU also work in partnership with companies to run tailor made courses to meet specific needs.

**Fire destroys buildings, businesses and peoples' lives.  
Hoping that it will not affect you is not an option.  
Act now to protect your company!**

**Proactive Training Prevents Reactive Firefighting! Think and Act Now!**

For further information and course details contact **CITU**:

Telephone: 0121 380 7380

e-mail: [commercial.trg@wmfs.net](mailto:commercial.trg@wmfs.net)

[www.wmfscitu.co.uk](http://www.wmfscitu.co.uk)

## Help is at Hand – Staffordshire



For further information or assistance for businesses within Staffordshire contact:

**Staffordshire Fire & Rescue Service Headquarters,**  
Service Headquarters, Pirehill, Stone,  
Staffordshire ST15 0BS  
Tel: 08451 22 11 55

### **Staffordshire's Arson Reduction Team**

Staffordshire Fire & Rescue Service,  
Beaconside ST18 0DD  
Tel: 01785 898652  
Mobile: 07971 893265  
[www.staffordshirefire.gov.uk](http://www.staffordshirefire.gov.uk)  
e-mail: [arson@staffordshirefire.gov.uk](mailto:arson@staffordshirefire.gov.uk)

Or contact one of your local Fire Safety Officers' or **free home fire risk assessments** within the Staffordshire area visit our website **[www.staffordshirefire.gov.uk](http://www.staffordshirefire.gov.uk)** or contact your local area command listed below:

### **Cannock Area Command**

Cannock, Rugeley  
Tel: 01785 898065

### **East Staffordshire Area Command**

Abbots Bromley, Barton under Needwood, Burton-on-Trent, Tutbury Uttoxeter,  
Tel: 01785 898502

### **Lichfield Area Command**

Chase Terrace, Lichfield  
Tel: 01785 898045

### **Staffordshire Moorlands Area Command**

Biddulph, Cheadle, Ipstones, Leek, Longnor  
Tel: 01785 898095

### **Newcastle Area Command**

Ashley, Kidsgrove, Newcastle  
Tel: 01785 898085

## **South Staffordshire Area Command**

Brewood, Codsall, Kinver, Penkridge, Wombourne

Tel: 01785 898055

## **Stafford Area Command**

Eccleshall, Gnosall, Stafford, Stone

Tel: 01785 898550

## **Stoke on Trent Area Command**

Burslem, Hanley, Longton

Tel: 01785 898919

## **Tamworth Area Command**

Tamworth

Tel: 01785 898564

## **Fire Safety Training Department**

Staffordshire Fire and Rescue Service

Pirehill, Stone, Staffordshire ST15 0BS

Tel: 01785 898917

e-mail: [fstrain@staffordshirefire.gov.uk](mailto:fstrain@staffordshirefire.gov.uk)

To view our list of courses visit our website at: [www.staffordshirefire.gov.uk](http://www.staffordshirefire.gov.uk)

Staffordshire Fire and Rescue Service offers fire safety training through their Central Risk Reduction Department. The Fire Safety Training Department is committed to working with the business community. The demand for fire safety training has risen since the introduction of The Fire Safety (Regulatory Reform) Order 2005 which is now in force. To meet this need the following courses are offered to the business community:

- Fire Risk Assessment
- Fire Safety Manager
- Fire Extinguisher
- Fire Marshal
- Residential Care and Nursing Homes
- Respirator Fit Testing

## Help is at Hand – Hereford & Worcester

For fire safety and arson advice please contact your nearest District:



Hereford & Worcester Fire and Rescue Service,  
**North District Headquarters,**  
Castle Road, Kidderminster, Worcestershire DY11 6TH.  
Tel: 01562 512612

Hereford & Worcester Fire and Rescue Service,  
**South District Headquarters,**  
The Fire Station, Worcester Road, Malvern, Worcestershire WR14 1TD.  
Tel: 01684 572948

Hereford & Worcester Fire and Rescue Service,  
**West District Headquarters,**  
The Fire Station, St. Owen Street, Hereford HR1 2JW.  
Tel: 01432 274561

### Home Fire Safety Check

This FREE service could help you to avoid a fire occurring within your home!

Firefighters will visit your home and:-

- Fit FREE smoke alarms that give vital early warning of fire
- Give safety advice and guidance on how you can prevent fires starting
- Give advice on other potential causes of accidents in the home

To request a **Home Fire Safety Check** in the Herefordshire and Worcestershire areas call **0800 032 1155** or e-mail **cfs@hwfire.org.uk**

### Commercial Training

Courses include: Management of Fire Risk Assessment (2 day)  
Fire wardens Course (1 day)  
Basic Firefighting and Evacuation (2 hour)

Hereford & Worcester Fire and Rescue Service,  
**Training & Development Centre,**  
Friar Street, Droitwich, Worcestershire WR9 8EQ.  
Tel: 01905 795889  
e-mail: commercial@hwfire.org.uk  
Website: www.hwfire.org.uk

## Help is at Hand – Warwickshire



For information or advice regarding Arson Reduction please contact:

Warwickshire Fire & Rescue

**Arson Reduction Manager**

Warwickshire Justice Centre

Vicarage Road

Nuneaton

Warwickshire

CV11 9AD

Tel: 02476 483205

For general fire safety advice, please contact:

**Fire Service Headquarters**

Old Budbrooke Road

Budbrooke

Warwick

CV35 7DP

Tel: 01926 410800

Email: [safer@warwickshire.gov.uk](mailto:safer@warwickshire.gov.uk)

For up-to-date information on safety events and general fire advice:

Website: [www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)

For local assistance and advice please contact your district Area Risk Teams:

North Warwickshire 01675 462007

Nuneaton & Bedworth 02476 383131

Rugby 01788 572727

Stratford Upon Avon 01789 293371

Warwick 01926 423231

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## Commercial Training

Our Industrial and Commercial Training Unit based at Training and Development Centre Bedworth can provide commercial training for all staff at your business site if required.

**Contact: 02476 640158**

**Email: [ictu@warwickshire.gov.uk](mailto:ictu@warwickshire.gov.uk)**

**ICTU** supply bespoke training for companies and organisations, to enable them to meet the requirements laid upon them by legislation, standards, and codes of practice, in that staff receive for training, at the same time contributing to the organisational statements and goals of Warwickshire Fire and rescue Service.

The unit is based at the Service Training and Development Centre, Bedworth, Warwickshire. However, there are no restrictions, geographically or practically as to where the training may be delivered by its Uniformed Instructors.

The Industrial and Commercial Training Unit undertakes the training at:-

- The client's premises
- Training and Development Centre – Bedworth
- Fire Station (Local to the client – Warwickshire)

The Unit is completely self-contained; this has the benefit of placing minimal requirement upon the resources of the client. All that is usually required is a suitable room and if applicable an area outside for any practical extinguisher training as this is very often included in the package. Further to this, Industrial Firefighting or Breathing Apparatus training is available and conducted at our premises or other suitable external venues.

For clients with very low numbers of personnel which require training, it may be prudent for them to attend fixed date, open courses, whereupon several companies may attend at the same time. These courses are carried out on a regular basis. Details of dates and venues are available by telephone or email. The training packages on offer are wide ranging and are individually tailored to the clients requirements. Presentations and courses can include;

- Fire Awareness (1 hour)
- Extinguisher Training (1.5 hours)
- Warden/Marshal (3 hours)
- Breathing Apparatus (5 day initial – 2 day refresher)
- Firefighting (5 day initial – 2 day refresher)
- Driving (Variable)



## Help is at Hand – Shropshire

For information on fire safety and arson advice in Shropshire please contact:



### **Shropshire Fire & Rescue Service Headquarters**

St Michael's Street  
Shrewsbury SY1 2HJ  
Tel: 01743 260200  
Fax: 01743 260268

For Community Fire Safety advice:

### **Community Fire Safety – Residential and Business Community**

Brigade Headquarters  
St Michael's Street  
Shrewsbury SY1 2HJ  
Tel: 01743 260260  
Fax: 01743 260269

### **Free Home Fire Safety Checks**

This FREE service could help you to avoid a fire occurring in your home. Firefighters will visit your home and;

- Fit free smoke alarms if required
- Give free safety advice

To request a home fire safety check call 01743 260298

### **Arson Reduction**

Brigade Headquarters  
St Michael's Street  
Shrewsbury SY1 2HJ  
Tel: 01743 260260  
Fax: 01743 260269  
Website: [www.shropshirefire.gov.uk/safety](http://www.shropshirefire.gov.uk/safety)

## FLOOD PREPARATION GUIDE FOR BUSINESS

### Preparing for a Flood Makes Good Business Sense

Floods are one of the most common and widespread of all disasters and are growing in frequency and severity due to the impact of global warming. By taking action to prepare in advance for flooding, most businesses can save 20–90% on the cost of lost stock and moveable equipment.

We have provided this information in partnership with the Environment Agency. The Environment Agency endeavours to maintain the best advice and information on their website and you can find more information at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)



### Are You at Risk From Flooding?

#### Flood Map

In October 2004 the Environment Agency published a new, online flood map that provides the most comprehensive picture of flood risk. The Flood Map shows the floodplain for England and Wales – areas that could flood from rivers or the sea. It lets businesses know whether they are at risk, what they can do about it and how the Environment Agency can help.

The Flood Map uses the most technically advanced models and data gathered over many years and is the best map currently available. It looks like a road atlas and is easy to use, showing areas at risk of flooding coloured dark blue and areas at risk in the event of an extreme flood coloured light blue. You can also get a more accurate flood risk for your property by clicking 'learn more' then on your location on the map.

### How Do You Get Flood Warnings and Advice?

#### Flood Warning Areas - Sign up for early flood warnings!

If you think you're at risk, phone **Floodline - 0845 988 1188** to find out if you can register for Floodline Warnings Direct, our free service that provides flood warnings direct to you by telephone, mobile, fax or pager. You'll also get practical advice on preparing for a flood, and what to do if one happens.

#### Preparing a Flood Plan

Preparing a flood plan may seem like a difficult task, but it doesn't have to be overwhelming. The Environment Agency website has a 'Flood preparation guide for business' to help you think about possible flooding scenarios. This covers how your

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business would react to a flood, and tells you steps you could take to protect your property and ensure the safety of staff. While the guide gives you a quick overview, it also has lots more detail about specific problems if you need more help.

After you've thought about how your business can prepare for flooding, we advise that you prepare some kind of written document. This can make information easy to access during a flood, easy to communicate to staff, and easy to remember. Further guidance is available from the Environment Agency web site.

To ensure your flood plan remains up to date you should review it annually **or where there has been a change due to building work etc** and make necessary changes. Things you might want to review are:

- ▶ Do staff understand their responsibilities and actions they should take in the event of a flood?
- ▶ Have all new and temporary staff received training?
- ▶ Does the plan reflect changes in the physical layout of your property?
- ▶ Are photographs and other records of assets up to date?
- ▶ Are the names, titles and telephone numbers in the plan current?
- ▶ Have staff been briefed on any changes to the plan?

*Covered Everything? Use the Environment Agency business Flood Checklist*

Are you prepared for flooding? If you answer 'no' to any of the questions below, there may be more you can do to protect your business. The relevant sections of this guide will give you valuable information on effective actions you can take to prepare for a flood.

## Know Your Flood Risk

- ▶ Do you know if you're at risk of flooding? **Yes/no**
- ▶ Are flood warnings available in your area? **Yes/no**
- ▶ Do you know how you can receive flood warnings? **Yes/no**

## Preparing a Flood Plan

- ▶ Do you know how your business will respond to a flood? **Yes/no**
- ▶ Do you have a list of useful numbers including Floodline, local authority and insurance company? **Yes/no**
- ▶ Do you know how to shut off your gas/electric/water supplies? **Yes/no**
- ▶ Are your stock, fittings and valuable equipment stored above flood level? **Yes/no**
- ▶ Have you developed flood contingency plans with suppliers and/or clients? **Yes/no**
- ▶ Can you call someone to help you in the event of a flood? **Yes/no**

## Staff Training and Evacuation

- ▶ Are you aware of correct flood safety procedures for you and your staff? **Yes/no**
- ▶ Have you trained your staff on flood safety procedures? **Yes/no**
- ▶ Can your staff work quickly and efficiently to protect your business in the event of a flood? **Yes/no**

## Protecting Property

- Have you installed flood protection products? **Yes/no**
- Do you have a stockpile of useful materials including plywood, plastic sheeting, sandbags (unfilled), sand, nails, hammer, shovel, blocks of wood and a saw?  
**Yes/no**
- Have you installed non-return valves in your toilets and drains? **Yes/no**
- Do you and your staff have high ground where you can park your cars? **Yes/no**
- Are your electrical sockets above flood level? **Yes/no**
- Do you have computer equipment in the basement? **Yes/no**

## Flood Insurance

- Do you have sufficient insurance cover in the event of a flood situation? **Yes/no**
- Do you know what information your insurer will require to support a claim?  
**Yes/no**

## Evacuation

- Do you have an easy way to let your staff know about an evacuation? **Yes/no**
- Do you know which roads will stay open in your area during a flood? **Yes/no**
- Have you identified where staff can shelter in the event of a flood? **Yes/no**
- Could you control staff panic during a flood? **Yes/no**