

# Keep your patrons safe: Fire safety essentials for licensed premises

## FIRE PROTECTION SYSTEMS

- **Maintain all fire detection and suppression systems.** Smoke alarms, smoke detectors, sprinklers, hose reels, and extinguishers, must be maintained as required.
- **Conduct and document routine testing and inspections.** Any documented faults to fire safety equipment are required to be rectified immediately.
- **Ensure fire panels and alarm indicators are accessible.** Fire Indicator Panels are required to be easily accessible to staff and firefighters. Smoke detectors/alarms are not to be isolated.



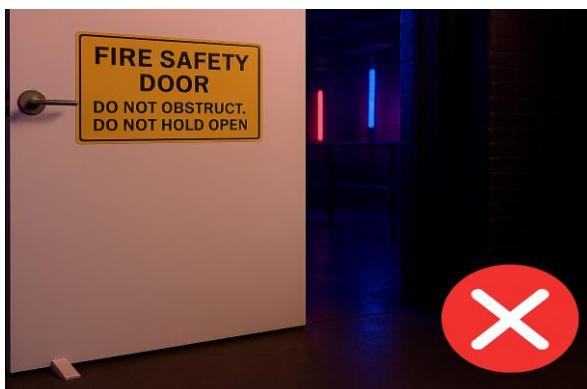
## EXITS, EGRESS AND ACCESS

- **Always keep all exits and paths of travel clear and unobstructed.** Corridors, stairwells, internal paths to exits and emergency exits are required to have 1 metre minimum clear for occupant egress.
- **Ensure exit doors cannot be locked at any time from the inside.** Exit doors must be easily openable from the inside to allow occupant egress.
- **Maintain visible and compliant emergency lighting and illuminated exit signage.** Emergency lights and exit signs must not be covered and maintained.



## BUILDING COMPARTMENTATION

- **Seal and fire-stop all service penetrations between rooms, ceilings, and floors.** Openings cannot be created in fire walls and fire rated floors without adequate fire sealing.
- **Ensure fire and smoke doors are operational.** Fire and smoke doors cannot be held open unless held open by devices that activate fire alarm.



## FIRE LOAD AND LAYOUT

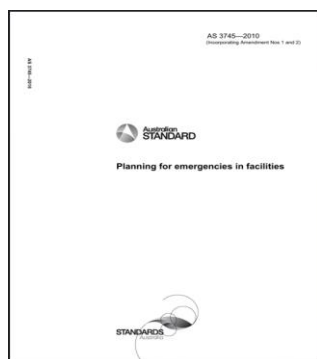
- **Reduce fire load.** Removing or replacing synthetic, plastic or foam highly combustible wall and roof linings with non-combustible materials.
- **Avoid excessive decorative materials. Store flammable materials and waste safely.** Store flammable materials away from exits, preferably in steel cupboards.



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## STAFF PREPAREDNESS AND TRAINING

- **Provide regular fire safety and evacuation training.** All staff, including casual and temporary workers should be aware of the emergency evacuation plan.
- **Ensure staff are aware of emergency procedures.** An emergency management plan in accordance with **Australian standard AS3745** should be implemented.
- **Appoint trained fire wardens or responsible persons.** A nominated staff member should be trained to coordinate any emergencies.
- **Conduct and document evacuation drills.** Where practicable, conduct yearly evacuation drills including the use of extinguishers and fire hose reels.



## CROWD AND OCCUPANCY MANAGEMENT

- **Do not exceed approved occupant capacities.** Ensure building occupancy or liquor licensing number are not exceeded.
- **Monitor crowd movement and density.** Ensure appropriate, trained personnel are positioned at high-traffic points to manage entry, exit, and emergency routes.
- **Ensure staff can quickly communicate with patrons.** In the case of fire, an audible alarm and a clear PA system should provide instructions, even in high-noise environments to evacuate patrons.



## ELECTRICAL AND IGNITION SOURCES

- **Regularly inspect electrical equipment, wiring, and appliances.** Inspect equipment for damage. Regular testing and tagging will help identify damage or deterioration that a simple visual check might miss
- **Avoid overloading power boards and circuits.**
- **Avoid the use of pyrotechnics like sparklers where possible.** If used, they must be approved for indoor use and operated only by trained professionals.



## CONDUCT REGULAR FIRE ASSESSMENTS

- **Identify fire hazards.** Stay fire vigilant by regularly conducting inspections of the premise to identify hazards or dangerous in-house practices.
- **Act immediately.** Immediately act to reduce the risk when a risk is identified.
- **Prioritise fire safety.**

