Fire Safety Guidance

Guidance on Notice Boards in corridors (based on a report from the Fire Service College on the visit dated 13 December 2006)

General
It is a general principle of fire safety that escape corridors should not contain significant quantities of fuel.

Positioning
In corridors that are less than 1.5 metres wide, notice boards should be provided only on one side of the corridor.

Where notice boards are required on both sides of a corridor that is between 1.5 metres and 2.5 metres wide, the boards on one side should be covered to avoid continuity of fuel supply.

Where the corridor is over 2.5 metres wide this need not apply.

Individual notice boards should not be longer than 2.5 metres and where several are required a space of 1 metre should be left between them in order to avoid any continuity in the fuel supply.

Notice boards should be attached permanently to the wall.

Materials of construction
Proper pin-board materials designed for the purpose should be used, not basic combustible fibreboard or hessian-covered materials. Where the latter are in use, they should be replaced.

Where covers are needed they should be constructed of polycarbonate or safety glazing.

Management of notice boards
Notice boards must be managed by the department that uses them.

The content of the boards should be reviewed at regular intervals.

Papers should be removed when out of date and the overlaying of secondary papers should not be permitted.
The trailing down of papers from the bottom of the boards should not be permitted.

Notices should be pinned up properly.

Generally, furniture should not be positioned in corridors but especially not immediately below notice boards in order to avoid continuity of fuel.

Fly-posting of papers on walls away from the notice boards should not be permitted.