

Guidance to the Completion of the Fire Risk Assessment Proforma



South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

Section 1: General Information

Responsible Person

The person who is responsible for premises being used for an activity would be responsible for the safety of themselves and others who use the premises.

This would be:

- The employer (where there is one);
- The person in control of the premises in connection with the carrying on of a trade, business or other undertaking (for profit or not);
- The owner;
- Any other person who to any extent exercises control over the premises. (the fire alarm installer may be the Responsible Person for the fire alarm)

Person Carrying out the Risk Assessment

Needs to be a **Competent Person** - Appointed by the Responsible Person (RP) this can be anyone from the RP to a fire warden or a fire alarm service engineer, whom may be directly employed or a subcontractor but the important word is competent. (See explanation in section 2.2.1)

Suggested Date for Review

A risk assessment should not be a static document it needs constant monitoring and periodic review.

When you record your risk assessment you should set a date to review it. This could be quarterly once every six months or annually, depending on the nature of your business and how quickly it changes. Additionally you should review it if your business:

- Introduces new machinery
- Introduces new systems of work
- Alters or moves premises
- Expands rapidly

You should note the date of your review but only need to change or alter your records if there are new or significant findings, or if your existing precautions prove inadequate or can be improved

Relevant Legislation

The Regulatory Reform (Fire Safety) Order 2005.

Signature

Signed by the Person who Carried out or Reviewed the Risk Assessment.

1.1.1 The Premises

- 1.1.1** This is a brief description of your premises with regard to the number of floors your business occupies (including basements)
- 1.1.1** The approximate floor area of each floor your business occupies
- 1.1.1** The approximate floor area in total (gross)
- 1.1.1** The approximate ground floor area of your premises (if applicable)

1.1.2 Brief Details of Construction

There are three primary classes of construction:-

Class A - complete non-combustible construction.

Class B - traditional construction (non-combustible walls with combustible floors i.e. wooden floors)

Class C - combustible construction (timber floors and walls).

1.1.3 Occupancy or the Use of Building

Examples of which are: -

Office
Shop
Factory

1.1.4 Fire Appliance Access Maintained

- A) Buildings not fitted with Fire Mains
There should be vehicle access for a fire engine to small buildings (those of up to 2000m² with a top storey up to 11m above ground level) to either:
 - 15% of the perimeter;
 - or
 - within 45m of every point on the projected plan area (or 'footprint') of the building; whichever is less onerous.
- B) Buildings fitted with Fire Mains
In the case of a building fitted with fire mains there should be access for a fire engine to within 18m of each fire main inlet connection point. The inlet should be visible from the fire engine.

1.2 The Relevant Persons

1.2.1 This is the maximum number of employees at any one given time, an example would be the change over of shifts.

1.2.2 This includes anyone that legally resorts to your premises paid or unpaid.

1.2.3 This is the total of the above two numbers.

1.3 Record of Previous Fire Incidents and False Alarms

Although statistical information shows that 90% of installed Automatic Fire Detection (AFD) systems operate in an entirely satisfactory manner and protect life and property there are still 10% that cause problems. These problems question the credibility of AFD systems and are a disruption and financial burden to commerce and industry. They are also a burden to the Fire Service as they reduce our availability for actual fires and are a financial liability.

False alarms:

- Cost you loss of production
- Cost you loss of business
- Cost you money as a taxpayer and ratepayer
- May delay fire engines attending a genuine call to your premises
- May increase evacuation time in a real fire

Where an alarm has proved to be false, the following immediate actions should be taken by the responsible person or a person who has been delegated this duty.

Actions following any false alarm:

- Where possible, identify the particular detector or call point which has initiated the alarm. If detectors having individual indicator lights are in use, these indicators will be cancelled by re-setting, therefore it is important that the detectors are examined before the system is re-set.
- Where possible, establish the cause of the alarm. It is possible that the actual cause of the alarm will have been lost in the operations resulting from the alarm; where this is the case, a note should be kept of any events or activities near the detector immediately prior to the alarm.
- Record the false alarm in the log book and inform the organisation responsible for servicing the alarm system.

Actions following a fault:

If a fault has been shown to exist, either by the system's own monitoring or by any other method, then the responsible person should ensure that the following actions are taken:

- Determine the area affected by the fault and decide whether special action (such as fire patrols) is needed in that area.
- If possible, determine the reason for the fault, or note the activities immediately prior to the fault in the area affected.
- Record the fault in the log book providing as much information as possible, inform the organisation responsible for servicing and arrange for immediate repair.

Section 3 of British Standard 5839-1: 2002 tasks the Fire Service and responsible designers/contractors with decreasing the number of false alarm calls. Future legislation may accommodate changes to allow the Fire Authority to take appropriate action if a Fire Alarm System consistently produces false alarms at unacceptable rates. The Fire Authority may take formal enforcement measures when/where appropriate. To facilitate a reduction in the number of unwanted false alarms, multi-state detectors are recommended for fire alarm systems that require automatic fire detection.

1.4 Other Relevant Information

1.4.1 A safety certificate under Part III of the Fire Safety and Safety of Places of Sport Act 1987 ('the 1987 Act') is required in respect of the use, at a sports ground which is not a designated sports ground under the Safety of Sports Grounds Act 1975, for each stand which provides covered accommodation for 500 or more spectators to view activities at the ground. Such a stand is referred to as a 'regulated stand'

1.4.2 Alterations Notice: If a Fire Authority believes that fire safety may be compromised if premises are altered they may serve an Alterations Notice on the responsible person requiring them to inform the Authority of the pending alteration.

1.4.3 A Premises Licence authorises the premises in question to carry out licensable activities. Any business that does one or more of these three activities will need a premises licence:-

- Sale or supply of alcohol
- Provision of regulated entertainment
- Provision of late night refreshment (that is the sale of hot food or drink at any time between 11pm and 5am)

Registration: If you store or sell fireworks or other explosives you will need either (depending on the quantities involved) to register or obtain a licence from this Fire Authority.

Section 2: The Prescribed Information

2.1.1 Disabled persons may require additional assistance to escape in the event of fire. A plan of how they may be helped should be drawn up, and tested in the course of the regular fire drills. Are lightweight evacuation chairs available? Are there refuge areas at each level above the ground floor? Has each disabled person a personal "buddy" who is assigned to stay with them throughout the evacuation? Is the building equipped with evacuation lifts that may be used by people in wheelchairs in the event of fire? Are there ramps in place at all changes of level on escape routes? Does the fire alarm system give a visual warning of fire for those who are profoundly deaf? As an aid to those who are blind, are there tactile thresholds at the top and bottom of each flight of stairs?

2.1.2 Lone workers are those who work by themselves without close or direct supervision. This may include those who work alone in a specific area or building (e.g. shop-workers, home-workers, cleaners, security, library workers, etc) or may include mobile workers, who work alone but in a number of locations (e.g. maintenance, tradespersons, cleaning supervisors, drivers, Staff/Students carrying out research surveys, those who visit external organisations, i.e. home visitors, school liaison personnel).

Some measures to consider may include:

- specific information, instruction and training (e.g. emergency procedures, out-of-hours procedures, personal safety training, etc).
- increased communication systems / procedures (e.g. regular pre-arranged contact by e.g. mobile phone)
- increased supervision
- increased security (e.g. cctv, secure access, personal alarms)
- increased lighting at entrances, exits, car parks.

2.1.3 Where a young person is to be employed (under the age of 18) then relevant information from the risk assessment should be provided to a parent/guardian of the young person before they are employed.

Matters to consider are:-

- the inexperience, lack of awareness of risks and immaturity of young persons
- the fitting-out and layout of premises
- the nature, degree and duration of exposure to physical and chemical agents
- the form, range, and use of work equipment and the way in which it is handled
- the organisation of processes and activities.

2.2 The Responsible Person Must Where Necessary Appoint Competent Persons

2.2.1 The competent person or fire risk assessor need not possess any specific academic qualifications but should:

- understand the relevant fire safety legislation;
- have appropriate education, training, knowledge and experience in the principles of fire safety;
- have an understanding of fire development and the behaviour of people in fire;
- understand the fire hazards, fire risks and relevant factors associated with occupants at special risk within the buildings of the type in question, and have appropriate training and/or experience in carrying out fire risk assessments.

Those working in high-risk areas should receive specific training in safe operating procedures and emergency responses. Where appropriate, training should cover:

- standards and work practices for safe operation of plant and equipment and safe handling of flammable materials (especially flammable liquids);
- housekeeping in process areas;
- reporting of faults and incidents, including leaks and spills of flammable liquids;
- emergency procedures for plant or processes in the event of fire, spills or leaks; and
- relevant legal requirements
- Further guidance on training is contained in the Approved Code of Practice to the Management of Health and Safety at Work Regulations 1992.

2.2.3

- Are existing fire safety measures within the premises adequate?
- Are sources of fuel and ignition controlled?
- Is there adequate means for detecting fire and giving warning?
- Have you considered if your lighting and emergency lighting is adequate?
- Is there adequate means of escape in case of fire from all parts of the premises?
- Has adequate and appropriate fire-fighting equipment been provided, and is it suitably located?
- Do you have adequate signs and notices?
- Is there an adequate testing and maintenance regime in place for fire precautions within the premises?

2.2.4 Instruction should be given by a competent person to ensure that everyone at work is instructed, preferably at least twice and in all cases at least once in each period of 12 months. It is particularly important that management ensure that all newly appointed staff are made aware of the means of escape and fire procedures at the commencement of their employment. Instruction and training should provide for the following:

- the action to be taken upon discovering a fire,
- the action to be taken upon hearing the fire alarm,
- raising the alarm, including the location of the alarm call points and alarm indicator panels,
- the correct method of calling the Fire Service,
- the location and use of fire equipment,
- knowledge of the method of operation of any special escape door fastenings,
- appreciation of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm,
- stopping machines and processes and isolating power supplies where appropriate,
- the operating of all escape doors, not in regular use, to ensure that they function satisfactorily,
- evacuation of the building to an assembly point at a place of safety (where members of the public are present, this will include reassuring them and guiding and assisting them to exits, etc),
- a roll call procedure where appropriate.

2.2.5 Procedures need to be in place for liaising with the fire Service on arrival and notifying them of any special risks, e.g. the location of highly flammable materials, and if all personnel and visitors are accounted for.

Section 3: The Significant Findings

See Appendix B to Risk Assessment Proforma and the Summary Page

Section 4: Fire Safety Arrangements

4.1

- All gas consumers are advised to have appliances checked for safety at least every 12 months by a CORGI-registered installer (Council for Registered Gas Installers). Anyone carrying out work on gas appliances or fittings as part of their business must be competent and registered with CORGI.
- Every electrical installation deteriorates with use and age. It is important for the person responsible for the maintenance of the installation to be sure that the safety of users is not put at risk, and that the installation continues to be in a safe and serviceable condition. An appliance of less than 18kg in mass that is intended to be moved while in operation, or an appliance which can easily be move from one place to another such as a toaster, food mixer, vacuum cleaner, fan heater is deemed to be a portable appliance. Regular inspections of such equipment are a requirement of the Electricity at Work Regulations 1990. Check the condition of all the cables and check that the appliances are fitted with correctly rated fuses; a fuse of too high a rating can lead to a fire in the appliance that it is supposed to protect.
- Gangways and escape routes must never be obstructed. Obstructions such as unwanted furniture, unattended tea trolleys, coat racks, stocks of stationary, cleaners' equipment, newly delivered goods, or goods awaiting collection all reduce the available width of escape routes and make it more difficult to evacuate people sufficiently quickly in the event of fire. Sources of heat or electrical equipment such as portable heaters, automatic vending machines, photocopiers etc. must never be sited on escape routes. The accumulation of rubbish and combustible waste materials is a hazard to relevant persons in that it adds to the fire load of the building. Also, because arson is often an apparently motiveless crime, prompted merely by the availability of combustible materials, its presence will increase the likelihood of an arson attack. All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.
- Extension leads may constitute a tripping hazard and their use should be kept to a minimum. Extension leads and socket outlets should not be overloaded, and reel-type extension leads should be fully unwound if the appliance that they supply is of a wattage that is greater than that which may be used with an unwound lead. If the use of extension leads or adaptors is going to be prolonged, consideration should be made, to using a residual current device, hardwiring the equipment or fitting more electrical sockets.
- Hazard signs are there to instruct, advise and forewarn staff and visitors of potential dangers. All hazard signs should comply with BS 5499 and the Health and Safety (signs and signals) Regulations 1996.

- In some premises it is important to avoid an “institutional” environment. However, signs must be used, where necessary, to help people identify escape routes, find fire-fighting equipment and emergency fire telephones. These signs are required under the Health and Safety (Safety Signs and Signals) Regulations 1996 and must comply with the provisions of those Regulations. A fire risk assessment that determines that no escape signs are required (because, for example, trained staff will always be available to help members of the public to escape routes), is unlikely to be acceptable to an enforcing authority. For a sign to comply with these Regulations it must be in pictogram form. The pictogram can be supplemented by text if this is considered necessary to make the sign easily understood, but you must not have a safety sign that uses only text.
- Faulty heaters are an obvious, and common, source of ignition. The use of portable heaters is not recommended because they may be placed near to combustible or flammable materials.
- Where premises are closed at night or weekends, an out of hours contact telephone number should be displayed for use in an emergency (key holder).
- Careless disposal of smoking materials is a common cause of fire. If it is enforceable, institute a total no smoking policy. However, such a policy may encourage furtive smoking in out-of-the-way places such as storage areas and this can have disastrous consequences. It is probably safest to set aside designated smoking areas that are provided with an adequate supply of large metal or glass ashtrays, the contents of which are regularly and safely disposed of throughout the working day. The smoking area should be provided with a suitable fire extinguisher and be separated from the rest of the building by fire doors that are kept shut.
- Old and dilapidated furniture can contribute to the spread of fire and torn upholstery exposes combustible filling material that may be used as kindling material by a potential arsonist. All new upholstered furniture for non-domestic use should comply with the requirements of British Standards 7176, 1995 and BS 7177, 1995.
- Pyrotechnics are only to be used by qualified operators who have carried out a site specific risk assessment.
- As with a risk assessment monitoring and reviewing of the above items need to be done periodically to ensure that nothing has changed and that the measures in place are still suitable and sufficient.
- Deputy RP (responsible person) to cover for sickness/leave etc.

Section 5: See Appendix C to Risk Assessment Proforma

Section 6: See Appendix D to Risk Assessment Proforma

Section 7: Fire Fighting and Detection

- 7.1** A fire in your premises must be detected quickly and a warning given so that people can escape safely. Early discovery and warning will increase the time available for escape and enable people to evacuate safely before the fire takes hold and blocks escape routes or makes escape difficult. The nature and extent of the fire detection and warning arrangements in your premises will need to satisfy the requirements indicated by your risk assessment.
- 7.2** The fire warning sound levels should be loud enough to alert everyone, taking into account background noise. In areas with high background noise, or where people may be wearing headphones or hearing protectors, the audible warning should be supplemented, eg with visual alarms.
- 7.3** Some premises are continually monitored and linked to a remote alarm facility such as Redcare. Those that aren't need to have a policy in place to raise the alarm. Because the alarm is sounding don't assume the emergency services are alerted and on the way.
- 7.4** Portable fire extinguishers are probably the commonest type of fire fighting equipment to be found in industrial and commercial premises. For a floor in a building, the correct number of water extinguishers to tackle Class A fires (fires involving combustible solids such as paper, wood, cloth, plastics etc) may be determined if the fire rating of the floor is known. The fire rating is found by multiplying the floor area in m² by 0.065. Thus for a floor area of 200m² the fire rating is $200 \times 0.065 = 13$. A 9 litre water extinguisher has a fire rating of 13 therefore one 9 litre water extinguisher will be required for every 200m² of floor area. For special risks such as fires involving live electrical equipment, one should provide a suitable extinguisher, carbon dioxide or dry powder, near to the risk.
- 7.5** Generally, extinguishers should be located adjacent to break glass call points at: storey exits, corridors that form parts of escape routes, and landings. Extinguishers for special risks such as electrical fires, flammable liquid fires, or cooking oil fires should be located near the risk. All extinguishers, and fire blankets, should be located so as to be both conspicuous and readily accessible. Ideally, they should be mounted on either wall brackets or floor stands. It should never be necessary to travel more than 30m from a fire in order to reach an extinguisher. The 'rule of thumb' for extinguishers is a minimum of two per upper floor and one adjacent to each final exit on the ground floor.
- 7.6** Fire wardens and persons who have received training from a competent person on the operation and use of fire fighting equipment.
- 7.7** Are there competent persons on the premises at all times during business hours to reset the alarm and are there provisions for key holders to be contacted out of hours.
- 7.8** The total number of automatic fire detector devices fitted on the fire alarm system should be counted and entered onto the FRA pro forma. This information will be used to assist in monitoring the performance of the system.

Section 8: Emergency Routes and Exits

- 8.1** There should be enough available exits, of adequate width, from every room, storey or building. The adequacy of the escape routes and doors can be assessed on the basis that:
- A doorway of no less than 750 millimetres in width is suitable for up to 50 people per minute (where doors are likely to be used by wheelchair users the doorway should be at least 800 millimetres wide); and
 - A doorway of no less than 850 millimetres in width is suitable for up to 110 people per minute.
 - Rooms with more than 60 people (or 30 people if the building is in institutional use) should have at least 2 exits.
 - Exits which may be used by more than a 60 persons should open outwards.

For the purposes of calculating whether the existing exit doorways are suitable for the numbers using them, you should assume that the largest exit door from any part of the premises may be unavailable for use. This means that the remaining doorways should be capable of providing a satisfactory means of escape for everyone present.

- 8.2** Final exit doors on escape routes should only be fitted with a simple fastening, which can be readily operated from the side approached by persons escaping from fire. The operation of the fastening should be without the use of a key and without having to manipulate more than one mechanism, i.e., 'single action'. The physical capabilities of the persons who may need to operate the fastening should be fully taken into account.
- 8.3** You should make sure that items which pose a potential fire hazard or those which could cause an obstruction are not located in corridors or stairways intended for use as a means of escape
- 8.4** Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996. These make use of pictograms employing the running man, an open door, and directional arrows. These pictogram signs may be augmented by the older text signs, but these text only signs are no longer acceptable on their own.
- 8.5** The aim is, from the time the fire alarm is raised, for everyone to be able to reach a place of relative safety, i.e. a storey exit, within the time available for escape. The time for people to reach a place of relative safety should include the time it takes them to react to a fire warning. This will depend on a number of factors including what they are likely to be doing when the alarm is raised, e.g. sleeping, having a meal etc.; what they may have had to do before starting to escape, e.g. turn off machinery, help other people etc; and their knowledge of the building and the training they have received about the routine to be followed in the event of fire.

To ensure that the time available for escape is reasonable, the length of the escape route from any occupied part of the premises to the storey exit should not exceed:

Where **more** than one route is provided:

25 metres - high fire risk area;

32 metres - normal fire risk (sleeping) area;

45 metres - normal fire risk area;

60 metres - low fire risk area.

Where **only** a single escape route is provided:

12 metres - high fire risk area;

16 metres - normal fire risk (sleeping) area;

18 metres - normal fire risk area (except production areas in factories);

25 metres - normal fire risk area (including production areas within factories);

45 metres - low fire risk area.

- 8.6** Final exit doors must always remain unlocked whenever the premises are in use. If, for reasons of security, final exit doors have to be locked shut when the premises are not in use they may be secured by means that do not require the use of a key in order to release the door. Consideration must be borne in mind to staff working out of hours.
- 8.7** Fire escape routes should be provided with artificial lighting and, because the mains electricity supply may fail in a fire, with emergency escape lighting if required. In general, it is required in underground parts of the premises, in windowless parts of the premises, in core stairways or those serving storeys more than 30m above ground level, in internal corridors more than 30m long, and in open plan office areas of more than 60m². Emergency escape lighting should conform to the requirements of BS 5266 Part 1 1999 and be regularly maintained.

Section 9: Procedures for Serious and Imminent Danger and Danger Areas

- 9.1** These areas should only be used by trained staff and access kept to a minimum, with the use of additional security measures if considered necessary.
- 9.2** A comprehensive emergency plan should be drawn up. The plan should include the action to be taken by staff in the event of fire, the evacuation procedure - including arrangements for the evacuation of disabled staff or visitors, the location of the assembly points, and the arrangements for calling the fire Service. The plan should make clear who is to be responsible for the implementation of its various parts. In order to ensure its long term effectiveness, it should be rehearsed regularly, and reviewed and updated in the light of any shortcomings uncovered by the rehearsals.

Section 10: Maintenance of Premises and Facilities

- 10.1** You need to keep the fire safety measures and equipment in the premises in effective working order. This includes all fixtures and fittings such as fire doors, walls and ceilings, staircases, corridors, fire detection and alarm systems, fire-fighting equipment, notices and emergency lighting. You need to carry out regular checks, periodic servicing and maintenance whatever the size of the premises. Any defects should be put right as quickly as possible.

You, or an employee you have nominated, can carry out checks and routine maintenance work. However, it is important to ensure the reliability and safe operation of fire-fighting equipment and installed systems such as fire alarms and emergency lighting. This is best done by using a competent person* to carry out periodic servicing and any necessary repairs to the relevant British Standard or equivalent. A record of the work carried out on such equipment and systems will help to demonstrate compliance with the law.

- 10.2 Maintenance Records See 10.1**

Section 11: Safety Assistance

- 11.1 Fire Marshal/Warden** See section 2.2 with regard to competent person.
- 11.2** The law requires that you provide whatever information, instruction and training is needed to ensure, so far as is reasonably practicable, the health and safety of your relevant persons.
- 11.3** See Note 2.2.1 of this Guidance Document.

Section 12: Provision of Information to Relevant Persons

- 12.1** The Fire Precautions (Workplace) Regulations 1997 (as amended) 1999 and the Management of Health and Safety at Work Regulations 1999 require relevant employers to carry out a suitable and sufficient assessment of the risks from fire in the premises and how they affect the safety of their employees and any other employees who may be affected by their undertaking. Relevant employers are under a personal duty to comply with the Regulations.

The information contained in the risk assessment should be provided to the relevant persons in particular:

Young workers, trainees, new and expectant mothers, etc who may be at particular risk;

Cleaners, visitors, contractors, maintenance workers, etc who may not be in the premises all the time;

Members of the public, or people you share your premises with, if there is a chance they could be hurt by your activities.

- 12.2** As with 12.1 the information of what protective and preventative measures are in place should also be passed onto the relevant persons. (See 12.1) This information can be as simple as not wedging open fire doors to information about specialist fire engineering solutions
- 12.3** A comprehensive emergency plan should be drawn up. The plan should include the action to be taken by staff in the event of fire, the evacuation procedure - including arrangements for the evacuation of disabled staff or visitors, the location of the assembly points, and the arrangements for calling the Fire Service. Information regarding these procedures should be passed onto all relevant persons (see 12.1)
- 12.4** The evacuation plan should make clear who is to be responsible for the implementation of its various parts. In order to ensure its long term effectiveness, it should be rehearsed regularly, and reviewed and updated in the light of any shortcomings uncovered by the fire drills.
- 12.5** As part of the Young Persons Act 2001 where a young person (under the age of 18) is to be employed, then relevant information from the risk assessment should be provided to a parent/guardian of the young person before they are employed.

Section 13: Capabilities and Training

- 13.1** Training of employees see 2.2.4.
- 13.2** Training on induction, periodically and fire drills see 2.2.4.
- 13.3** As with reviewing the risk assessment, training needs to be updated and revised according to the ever changing workplace. Such as on the introduction of new shift systems or new technology.
- 13.4** All staff should be given information and instruction as soon as possible after they are appointed and regularly after that. Make sure you include staff who work outside normal working hours, such as contract cleaners or maintenance staff. The information and instructions you give must be in a form that can be used and understood. They should take account of those with disabilities such as hearing or sight impairment, those with learning difficulties and those who do not use English as their first language.

The information and instruction you give should be based on your emergency plan and must include:

- the significant findings from your fire risk assessment;
- the measures that you have put in place to reduce the risk;
- what staff should do if there is a fire;
- the identity of people you have nominated with responsibilities for fire safety;
- any special arrangements for serious and imminent danger to persons from fire.

A training record or log book should be kept to ensure that all staff has received training and not missed any, due to such things as holidays or sickness.

Section 14: Co-operation and Co-ordination

- 14.1** Any fire risks that your risk assessment has identified should be brought to the attention of those who share the premises with you.

Section 15: Firefighter Switches for Luminous Discharge Tubes

- 15.1** Installations to which this refers to, are high-voltage discharge lighting circuits provided for exterior use or interior use in shopping malls, arcades or covered markets etc, where the apparatus is unattended.

For an exterior installation the switch shall be outside the building and adjacent to the equipment, or alternatively a notice indicating the position of the switch shall be placed adjacent to the equipment.

For an interior installation the switch shall be in the main entrance to the building or at some other position as agreed.

The switch shall be placed in a conspicuous position and generally at not more than 2.7m metres from the ground.

Where more than one switch is installed on any one building, each switch shall be clearly marked to indicate the installation (or part) it controls.

The switch shall be coloured red and have fixed on or near it a durable nameplate of minimum dimensions 150mm BY 100mm marked with the words "FIRE-FIGHTERS' (or "FIREMAN'S) SWITCH".

The switch shall have it's "ON" and "OFF" position clearly marked with the "OFF" position at the top.

It shall be provided with a device to prevent the switch being inadvertently returned to the "ON" position.

Section 16: Maintenance of Measures Provided for Protection of Firefighters

- 16.1** Dry and wet rising mains are intended for use by the Fire Service or properly trained personnel, to enable the rapid deployment of water to help fight fire in a building. Dry risers are 'uncharged' rising mains with outlet valves on each floor (typically located in convenient positions, like stair-case enclosures, for example) and an inlet valve external to and/or beneath the ground floor, so that the Fire Service can readily connect into the water supply. A wet riser is permanently charged with water.

Dry/Wet risers and foam inlets require regular inspection and occasional maintenance to ensure that they will work in an emergency. Since 1989, it has been the responsibility of a building's owner / occupier to keep its hydrant systems in working order.

- 16.2** Firefighting shafts can be all or a combination of Firefighting Stairs, a Protected Lobby and Fire Mains combined in a protected shaft. Some Firefighting Shafts are required to have a Firefighting Lift in addition to the other facilities.

Typically, Firefighting Shafts are provided in the following circumstances:

- (a) Buildings with a floor more than 18m above fire service vehicle access level or with a basement more than 10m below fire service vehicle access level.
- (b) Buildings with a storey of 900m² or more in area, where the floor is at a height of more than 7.5m above fire service vehicle access level and belong to certain purpose groups for example:
 - (i) Shop and commercial;
 - (ii) Specific storage and non-residential buildings.
- (c) Buildings with two or more basement storeys, each one exceeding 900m² in area.

These shafts need to be kept clear and free from combustible materials.

- 16.3** Above ground inspection, pay attention to the hydrant frame, the cover, the surrounding surface and the hydrant indicator plate, which needs to be checked for damage.

Below ground inspection involves the hydrant pit and the hydrant itself. This will find any leakage which may effect the delivery of water for fire fighting purposes.

Wet pressure testing, (preferably carried out by the local authority fire service) Carried out if there are doubts about a hydrant's performance. Checks the water flow to ensure the hydrant is working properly.