



South Yorkshire FIRE & RESCUE

As the owner/manager of licensed premises you may be the 'Responsible Person' and as such you have a **duty to comply with legislation relating to Fire Safety** within your premises. The legislation which applies is the Regulatory Reform (Fire Safety) Order 2005.

You will be the 'Responsible Person' if you are:-

- **The employer, or**
- **The person who has control of the premises in connection with the carrying on of a business, trade or undertaking, or**
- **The owner**

This legislation imposes duties upon the 'Responsible Person'. These duties include but are not restricted to:

- **Carry out a Fire Risk Assessment.**
- **Record the significant findings of the assessment and the control measures which have been or will be taken by the responsible person.**
- **Provide adequate 'General Fire Precautions'.**
- **Provide adequate training to staff.**

Please see the attached note which gives basic guidance regarding these duties and responsibilities.

Under this legislation an Authorised Inspector from the Fire Authority can, at any material time, inspect the premises and require the production of the Fire Risk Assessment. They will ask to see any other documentation relating to the Responsible persons duties under the Regulatory Reform (Fire Safety) Order 2005. The Inspector will also ask to see details of testing and maintenance of fire provisions including staff training and drills.

Further information with regards to the duties and responsibilities in order to comply with the Law relating to Fire Safety in licensed premises is available to download from:

1. <http://www.syfire.gov.uk/business-advice/>
2. <https://www.gov.uk/workplace-fire-safety-your-responsibilities>
3. <https://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business>

General Fire Precautions

Fire risk assessment:

The fire risk assessment should:

- **Identify fire hazards** e.g. electrical equipment, heat processes, flammable substances etc.
- **Identify people at risk** e.g. staff, members of the public, people with disabilities.
- **Evaluate the Risk from fire occurring** e.g. accidentally, failure to prevent, deliberately.
- **Remove /reduce Hazards** e.g. portable heaters, waste materials, reduce storage.
- **Protect People from risk** e.g. early warning of fire, control occupancy, staff training.
- **Record the Significant Findings** of the fire risk assessment.
- **Prepare a plan to deal with emergencies** to ensure the premises can be safely evacuated.
- **Inform, Instruct and Train** all staff to prevent fire and what to do in case of fire.

Fire risks and preventative measures:

The following should be seen as examples of what to consider as preventative measures:

- **Good housekeeping will reduce the risk of fire.**
- **Excessive storage can block escapes and create additional fire hazards.**
- **Electrical safety can prevent fires by regular inspection and testing.**
- **Managing building work and alterations can prevent fire as additional hazards and processes may be introduced.**
- **Arson can be prevented by good waste management and good security awareness.**

Fire detection and warning:

It should be identified if there are places within the premises where people may be isolated and could be trapped by fire due to being unaware of its development.

There may be areas where a fire can develop unobserved.

An adequate fire alarm system should ensure that in these areas, the fire will be detected and the alarm raised in order to give early warning of fire to occupants of the premises.

The fire alarm system installed should be tested weekly by the responsible person and should be serviced six monthly.

Fire fighting equipment:

Appropriate Fire fighting equipment e.g. fire extinguishers, fire blankets etc, should be provided for premises. This equipment should be suitably sited, usually on escape routes

and near to exits. However dependent on your fire risk assessment it may be more suitable to place them in secure locations. The fire extinguishers should be serviced annually also checked visually for damage and pressure loss monthly by the responsible person.

Escape routes:

- Escape routes from the premises should be easily, safely and immediately (no locked final exit doors) usable at all relevant times.
- Escape routes and exits should be adequate for the number of people likely to use them.
- If only one door is available, regardless how wide it is, to escape from any room the occupancy of that room should be limited to 60 persons.
- All doors should open in the direction of escape.
- Where fire doors are fitted they should be fitted with self closing devices, in good order and capable of resisting smoke.

Occupancy:

The occupancy of all parts of premises should be such that everyone should be able to safely evacuate without undue delay.

A rule of thumb guide for working out the occupancy of premises is based on the door widths that are available for people to escape from. This information is taken from Approved Document B which is a Communities and Local Government Document relating to Building Regulations. The rule of thumb guide is as follows:

- Door width 750mm (opening outwards) will allow 100 people to escape
- Door width 1050mm (opening outwards) will allow 200 people to escape

Other factors can come into calculating the potential occupancy for premises.

Emergency Lighting:

Emergency lighting should be provided in order to light escape routes adequately to allow people to escape from the premises should the mains power fail in the event of fire. The lighting may be on all the time (maintained lighting) or it may only illuminate if the power fails (non maintained lighting). Emergency lighting should be serviced annually and tested by the responsible person monthly.

Fire signs:

Fire exit signs should be displayed so that anyone in the premises can make their way out of the building without any confusion.

Fire action notices (what to do in case of fire) should be displayed to give guidance to all employees regarding the evacuation procedure for the premises.

Recording, Planning, Informing, Instructing and Training:

Up to date records of your fire risk assessment should be kept along with your servicing and maintenance records for any structure or systems related to the buildings fire safety measures e.g. fire alarm testing and servicing, fire door maintenance etc.. Fire drills should also be undertaken and recorded.

All employees should be given instruction on the actions to take if a fire is discovered or the fire alarm actuates. Employees should sign a document to show that they have received and understood this instruction.