



□ FIRE SAFETY RESPONSIBILITIES

To comply with fire safety law you must:

- Undertake a fire risk assessment
- Provide suitable fire safety management arrangements
- Maintain fire safety equipment that is provided.
- Provide fire safety training for employees

The Order applies to virtually all buildings, places and structures other than individual private dwellings. It is your responsibility to make sure your workplace reaches the required standard and employees are provided with adequate fire safety training. Any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits should be subject to maintenance. It must be kept in efficient working order and in good repair.

□ HOUSEKEEPING

Good housekeeping will lower the chance of a fire starting or spreading and help avoid escape routes being blocked or obstructed. The amount of combustible material should be carefully monitored and kept to a minimum.

□ ESCAPE ROUTES

Escape routes and the means provided to ensure that they can be safely used must be managed and maintained. Information about the escape routes from your building should be included in your staff training and emergency plan.



□ LIGHTING

In the event of fire, there must be enough light for people to find their way out of your premises and get to a place of safety. If your premises are used at night or if there are areas with no natural light, suitable artificial lighting must be provided. In most premises emergency lighting will also be needed to

illuminate the escape routes if the normal lighting fails.

□ FIRE FIGHTING EQUIPMENT

You have responsibility for the provision of appropriate fire-fighting equipment. It is also your responsibility to check that all fire-fighting equipment is in the correct position and in satisfactory order before the premises are used. Appropriate staff should be trained in the use of all such equipment.



□ FIRE ALARMS

In some small, open-plan, single-storey offices and shops, a fire may be obvious to everyone as soon as it starts. In these cases, where the number and position of exits and the travel distance to them is adequate, a simple shout of 'fire' or a simple manually operated device, such as a gong or air horn that can be heard by everybody when operated from any single point within the building, may be all that is needed. In larger premises, particularly those with more than one floor, where an alarm given from any single point is unlikely to be heard throughout the building an electrical system incorporating sounders and manually operated call points (break-glass boxes) is likely to be required.

- take account of the work activity and explain the duties and responsibilities of staff;
- take place during normal working hours and be repeated periodically where appropriate;
- be easily understandable by your staff and other people who may be present; and
- be tested by fire drills

□ EMERGENCY PLANS

Your emergency plan should be appropriate to your premises and could include but is not limited to:

- how people will be warned if there is a fire
- what staff should do if they discover a fire
- how the evacuation of the premises should be carried out
- where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
- identification of key escape routes, how people can gain access to them and escape from them to a place of total safety
- arrangements for fighting the fire

□ ARSON

Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all the risk-reduction measures, the most benefit may come from efforts to reduce the threat from arson.



□ STAFF TRAINING

You must provide adequate fire safety training for your staff. The type of training should be based on the particular features of your premises and should:

- take account of the findings of the fire risk assessment;
- explain your emergency procedures;

FIRE SAFETY RISK ASSESSMENT

► Follow the 5 key steps ► Fill in the checklist ► Assess your fire risk and plan fire safety

1

Fire hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns), and oxygen (air).

You need to keep sources of ignition and fuel **apart**.

How could a fire start?

Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

What could burn?

Packaging, rubbish and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish and white spirit. Also think about wood, paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard, or polystyrene? Check outside, too.

☐ Have you found anything that could start a fire?

Make a note of it.

☐ Have you found anything that could burn?

Make a note of it.

2

People at risk

People at risk

Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work, such as night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable.

Have you identified?

☐ Who could be at risk?
☐ Who could be especially at risk?

Make a note of what you have found.

3

Evaluate, and act

Evaluate

First, think about what you have found in steps 1 and 2: what are the risks of a fire starting, and what are the risks to people in the building and nearby?

Remove and reduce risk

How can you avoid accidental fires?
Could a source of heat or sparks fall, be knocked or pushed into something that would burn? Could that happen the other way round?

Protect

Take action to protect your premises and people from fire.

Completed the checklist? Do you need more information?

The checklist above can help you with the Fire Risk Assessment **but** you may need additional information especially if you have large or complex premises.

We have produced a series of guides for different business sectors. These guides will give you more information about how to carry out a Fire Risk Assessment, with specific advice for your type of premises. These guides are free to download at www.communities.gov.uk/fire

4

Record, plan and train

Record

Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence then you must keep a record of what you have found and what you have done.

Plan

You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.

Train

You need to make sure your staff know what to do in case of fire, and if necessary, are trained for their roles.

☐ Have you made a record of what you have found, and action you have taken?

☐ Have you planned what everyone will do if there is a fire?
☐ Have you discussed the plan with all staff?

Have you?

☐ Informed and trained people (practised a fire drill and recorded how it went)?
☐ Nominated staff to put in place your fire prevention measures, and trained them?
☐ Made sure everyone can fulfil their role?
☐ Informed temporary staff?
☐ Consulted others who share a building with you, and included them in your plan?

5

Review

Keep your risk assessment under regular review. Over time, the risks may change.

If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and where appropriate re-train staff.

Have you?

☐ Made any changes to the building inside or out?
☐ Had a fire or near miss?
☐ Changed work practices?
☐ Begun to store chemicals or dangerous substances?
☐ Significantly changed your stock, or stock levels?
☐ Have you planned your next fire drill?