

Fire Precautions and Fire Protection



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Current Position

The UK's Fire and Rescue Service (FRS) is subdivided into regional authorities, but in total, this service attended 519,000 fires or false alarms in the year ending March 2013, a 46% decrease compared to the period 10 years previously and a 14% reduction on the previous year. The total number of actual fires totalled 154,000. The number of primary fires (fires in non derelict buildings or vehicles, fires involving casualties, or rescues, or those involving attendance by five or more appliances) in the UK fell by 14% to 74,500, including 16,500 fires in non domestic buildings. Total fire deaths for the UK decreased by 14% per cent to 271. The number of deaths in dwelling fires was 168, down by 11% on the previous year.

“ Current fire safety legislation adopts a risk-based approach to fire safety in community, industrial and business premises ”

The Department for Communities and Local Government (CLG) is responsible for general fire safety policy in all non-domestic premises (including the common parts of blocks of flats and houses in multiple occupation) in England. The Scottish Government and Welsh Assembly Government (WAG) have similar responsibilities in Scotland and Wales.

For England and Wales, general fire safety provisions are specified in The Regulatory Reform (Fire Safety) Order 2005 ('the Order') for which Fire and Rescue Authorities are the principal enforcers. In Scotland, fire safety duties are contained in Part 3 of The Fire (Scotland) Act 2005, as amended, and The Fire Safety (Scotland) Regulations 2006.

Current fire safety legislation adopts a risk-based approach to fire safety in community, industrial and business premises. Responsibility for complying with the Order rests with the 'responsible person' (usually the employer, owner or occupier). This organisation, or person, is required to carry out a fire safety risk assessment, implement

appropriate fire precaution and protection measures that arise from the risk assessment, and maintain a fire emergency plan.

One of the major changes brought about by the Order is the repeal of certification under The Fire Precautions Act 1971; this has resulted in inspection and enforcement regimes moving from prescription to identifying risk.

The requirement for businesses to have fire certificates has been abolished and any such documents previously held are no longer valid however such documents should still be retained as they form a useful reference for the standard the fire authority required at the time the Certificate was issued.

¹ Fire Statistics Monitor (covering year up to 31 March 2013) Communities and Local Government Prepared Issued June 2013. <http://www.communities.gov.uk/fire/researchandstatistics/firestatistics/firestatisticsmonitors/>

Legal Requirements

The Regulatory Reform (Fire Safety) Order 2005 ('the Order') came into force in October 2006. This order was made under The Regulatory Reform Act 2001 and replaced over 70 pieces of fire safety legislation with this one simple overarching order. The current law:

- emphasises preventing fires and reducing risk
- requires the 'responsible person' to take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of employees and to take such general fire precautions which may reasonably be required in the circumstances of the case to ensure that everyone who uses a premises or is in the immediate vicinity, in the event of fire.

The Order applies to all non-domestic premises in England and Wales, including the common parts of blocks of flats or houses in multiple-occupation. The law applies to persons who are:

- responsible for business premises
- employers or self-employed with business premises
- responsible for a part of a dwelling, where that part is solely used for business purposes
- contractors with a degree of control over any premises
- owners of non domestic premises where the responsible person is not otherwise defined.

This legislation also applies to charities and voluntary organisations.

The Order requires the 'responsible person' to conduct a fire safety risk assessment and to identify and implement general fire precautions based on that risk assessment. The 'responsible person' can arrange for another person(s) to conduct the risk assessment and design and implement the associated fire precautions; however, they still retain overall responsibility for compliance with the provisions of the Order. The responsible person in most workplaces is defined as the employer in control of the premises and thus is normally a corporate organisation (ie a "legal" person as opposed to an individual).

The general fire precautions required by the Order means, in relation to premises:

- a. measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
- b. measures in relation to the means of escape from the premises

- c. measures for securing that, at all material times, the means of escape can be safely and effectively used
- d. measures in relation to means for fighting fires on the premises
- e. measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
- f. measures in relation to the arrangements for action to be taken in the event of fire on the premises, including -
 - (i) measures relating to the instruction and training of employees; and
 - (ii) measures to mitigate the effects of the fire.

Specific Duties

The Order places duties on both the 'responsible person' (normally the employer) employees and also those who provide services related to fire safety such as maintenance or installation of fire safety systems and equipment.

Responsible Person

The specific duties placed on the 'responsible person' under the Order are to:

- take general fire precautions
- conduct a fire safety risk assessment
- implement appropriate measures of fire prevention, on the basis of the principles specified in Part 3 of Schedule 1 of the Order (see 'Fire precautions' section of this guide)
- design and implement appropriate fire safety arrangements (having regard to the size of the undertaking and the nature of activities undertaken at the premises) for the effective planning, organisation, control, monitoring and review of the preventive and protective measures
- eliminate or reduce risks from dangerous substances (where held)
- implement appropriate firefighting and detection measures
- provide and adequately maintain (as necessary) emergency routes and exits
- design and implement procedures for serious and imminent danger and for danger areas – with specific reference to safety drills and evacuation procedures

“Employees who refuse to co-operate on fire-safety matters should be subject to employment disciplinary procedures”

- consider additional emergency measures in respect of dangerous substances (if any)
- adequately maintain the premises and any facilities, equipment and devices provided in connection with fire safety
- provide information and training to their own employees and to employers and the self-employed from outside undertakings
- co-operate and co-ordinate where two or more responsible persons share, or have duties in respect of premises (whether on a temporary or a permanent basis).

The Order requires the 'responsible person' to appoint one or more competent persons to assist in undertaking the preventive and protective measures.

Employees

The Order places general duties on an employee whilst at work in relation to fire safety. These duties are to:

1. take reasonable care for the safety of him and of other relevant persons who may be affected by his acts or omissions at work
2. co-operate with his employer in relation to fire safety matters
3. inform his employer (or any other employee with specific responsibility for the safety of his fellow employees) of any work situation that represents a serious and immediate danger to safety; and of any shortcoming in the employer's protection arrangements for safety.

The duties under 3) above only apply where an employee's level of training and instruction would reasonably expect them to identify such risks. This duty only applies in relation to matters that have not already been reported to the employer.

Employees who refuse to co-operate on fire-safety matters should be subject to employment disciplinary procedures.

Other Legislation

Additional legislation continues to be in place to deal with specific work situations where fire is involved:

Explosive Atmospheres and flammable materials

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002 require employers to control the risks to safety from fire and explosion. The requirements

in DSEAR apply to most workplaces where a potentially explosive atmosphere may occur or where flammable or oxidising materials are stored or used. Some industry sectors and work activities are exempted because there is other legislation that fulfils the requirements. These exemptions are listed in regulation 3 of DSEAR. For more information on this topic see: Barbour Guide 'Hazardous substances: explosive atmospheres, flammable gases and liquids'.

ATEX

ATEX represents the framework for controlling explosive atmospheres and the standards of equipment and protective systems used in them. It is based on the requirements of two European Directives:

- Directive 99/92/EC ('ATEX 137' or the 'ATEX Workplace Directive') specifies minimum requirements for improving the health and safety protection of workers potentially at risk from explosive atmospheres. The requirements of this Directive were implemented through DSEAR
- Directive 94/9/EC ('ATEX 95' or 'the ATEX Equipment Directive') concerns equipment and protective systems intended for use in potentially explosive atmospheres.

For more information on this topic see: Barbour Guide 'Hazardous substances: explosive atmospheres, flammable gases and liquids'.

Petroleum

The storage and dispensing of petrol at a workplace is covered by The Petroleum (Consolidation) Act 1928 (as amended by DSEAR). This legislation requires anyone operating a petrol filling station to have a license issued by their local Petroleum Licensing Authority and for that license to be renewed annually. The Petroleum Spirit (Motor Vehicles etc) Regulations 1929 and Petroleum Spirit (Plastic Containers) Regulations 1929 no longer apply to workplaces. For more information on this topic see:

- Barbour Guide 'Hazardous substances: Explosive Atmospheres, Flammable Gases and Liquids'.

Information

The Fire Risk Assessment Process

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the 'responsible person' to conduct a fire safety risk assessment so as to determine the general fire precautions necessary for the premises.

- Step 1 – *identify fire hazards* (potential sources of ignition, fuel and oxygen)

- Step 2 – *identify people at risk* (those in and around the premises; do not omit to include people especially at risk such as:
 - people working near to fire dangers
 - people working alone or in isolated areas (such as in roof spaces or storerooms)
 - children or parents with babies
 - the elderly or infirm and people who are disabled
 - non ambulant people such as patients in a hospital.
- Step 3 – *evaluate, remove, reduce and protect from risk.*

At this stage it is necessary to evaluate the risk of a fire occurring; evaluate the risk to people from fire and remove or reduce both fire hazards and the risks to people. When the risk had been reduced as far as possible, it is necessary to assess any risk that is left and decide whether there are any further measures you need to take to make sure you provide a reasonable level of fire safety. Risk removal and/or reduction methods will include deployment of:

- fire detection and warning systems
- fire-fighting equipment
- provision and maintenance of protected fire escape routes and fire resistant compartmentation
- lighting and emergency lighting
- signs and notices
- maintenance measures
- Step 4 – *record, plan, inform, instruct and train:*
 - record significant finding and action taken
 - prepare an emergency plan
 - inform and instruct relevant people; co-operate and co-ordinate with others
 - provide training.

If an organisation employs five or more people, the premises are licensed or an alterations notice is in force then there is a requirement for the significant findings of the assessment to be recorded. In all other cases it is good practice to record the significant findings.

- Step 5 – *review the assessment.*

The fire risk assessment must be kept up to date. It will need to be re-examined if it is suspected it is no longer valid, such as after a fire related incident or near miss and every time there is a significant change to the level of risk in the premises to which it relates eg:

- more materials are stored which can catch fire easily
- a new night shift is started
- the type or number of people using the premises is changed.

The Department for Communities and Local Government (CLG) has produced a fire safety risk assessment checklist which explains the five steps to follow: <http://www.communities.gov.uk/documents/fire/pdf/151102.pdf>

CLG has also published a series of industry-specific risk assessment guidance to help businesses comply with The Regulatory Reform (Fire Safety) Order 2005. These guides are available on Barbour (see Key Documents).

Barbour has also published additional information that may help you with your risk assessment responsibilities. Please see the 'Fire Risk Management Guide'.

Training for Employees

The responsible person must ensure that employees are provided with adequate safety training when they are first employed and prior to their being exposed to new or increased risks. The Order is specific in identifying when those new or increased risks occur, namely when (within the responsible person's undertaking):

- employees are transferred, or their work responsibilities change
- new work equipment is introduced or there is a change made to existing work equipment
- new technology is introduced
- there is a new system of work or a modification to an existing work system.

In such cases, the employer must provide suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard both him and other relevant persons on the premises against the risks of fire. The training must take account of any new or changed risks to the safety of the employees concerned and be provided in a manner appropriate to the risk identified by the risk assessment. Training should be repeated periodically where appropriate and must take place during working hours.

“ Current building regulations require appropriate fire precautions in new buildings or where existing buildings are subject to significant alterations ”

Fire Precautions

Fire precautions are a means of reducing the likelihood of a fire occurring in a building and preventing its spread if a fire incident does occur, with the specific aim of protecting both people, buildings and their contents from damage. The fire precautions selected are specific to a building and will be identified as part of a fire risk assessment.

Some premises in use before 2006 will have benefited from an assessment of their layout (means of escape) and other fire precautions by the fire and rescue service as part of the issue of a Fire Certificate. In such cases, the premises will probably already conform too many of the recommendations set out in the Industry Guidance as a result of complying with Building Regulations. However, as the legislation under which such assessments were undertaken has been revoked, it is now essential for the responsible person to follow the risk assessment process.

Current Building Regulations require appropriate fire precautions in new buildings or where existing buildings are subject to significant alterations. This does not negate the need to conduct a fire risk assessment of the premises.

Part 3 of Schedule 1 of the Order stipulates the principles of fire prevention. The principles are:

- a) avoiding risks
- b) evaluating the risks which cannot be avoided
- c) combating the risks at source
- d) adapting to technical progress
- e) replacing the dangerous by the non-dangerous or less dangerous
- f) developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment
- g) giving collective protective measures priority over individual protective measures; and
- h) giving appropriate instructions to employees.

The fire safety risk assessment for the premises, conducted in accordance with advice in the industry-specific guidance, will help identify what specific fire precaution measures should be put in place; these measures will undoubtedly include:

- a fire-detection and warning system - this can range from a manually operated gong to an electrical detection and warning system, depending on the size and design of the premises
- means of fighting a small fire – ie fire extinguishers. As a rule of thumb there should be one 13A rated extinguisher for dealing with ordinary combustibles for every 200 square metres (m²) of floor space with at least two on each floor.

Additional extinguishers will be needed for electrical and flammable liquid risks:

- suitable fire exit doors
- safe routes for people to leave the premises including the provision of fire resistant doors and protected routes
- suitable fire safety signs
- appropriate training for staff
- emergency (escape) lighting
- a system for maintaining and inspecting fire safety equipment and systems.

It is imperative that all fire-safety measures and equipment in the workplace are maintained in effective working order. This includes all fixtures and fittings such as fire doors, staircases, corridors, fire-detection and alarm systems, fire-fighting equipment, notices and emergency lighting. This includes equipment and systems required by the Building Regulations for use by the fire brigade such as firefighters controls on lifts, fire lifts and fire hydrants.

Regular checks, periodic servicing and maintenance need to be carried out – manufacturers and installers will have information on how often this should be undertaken and the industry-specific fire risk assessment standards and guidance should also be followed. Any defects should be corrected as quickly as possible.

Portable Firefighting Equipment

Fires are classed according to what is burning. The fire extinguishers provided should be appropriate to the classes of fire likely to be found in the premises and in accordance with Table 1 below:

Table 1: Classes of fire and their appropriate extinction mechanism.

Class of fire	Appropriate fire extinguisher
Class A - fires involving solid materials such as wood, paper or textiles	Water, foam or multi-purpose dry powder* extinguishers
Class B - fires involving flammable liquids such as petrol, diesel or oils	Various types of extinguisher can be used including foam aqueous film-forming foams (AFFF), carbon dioxide or dry powder*. NB: Halon production has been banned since 31 December 2003 (except for defined and very specific essential uses)
Class C - fires involving gases	Dry powder extinguishers* (note the only normally safe way of extinguishing a gas fire is to shut off the gas supply)
Class D - fires involving metals	Only specialist type D portable extinguishers will deal effectively with a Class D fire, as they involve metals such as aluminium, magnesium, sodium or potassium which burn persistently and/or at very high temperature. Only trained personnel using special equipment should tackle Class D fires; ie the Fire and Rescue Service or specially trained staff
Class F - fires involving cooking oils such as in deep-fat fryers	Special Class F fire extinguishers (typically wet chemical) and fire blankets are available for use on fires involving cooking fats and oils; eg chip pans and deep-fat fryers

*Because of the risk of reduction of visibility and breathing impairment when dry powder extinguishers are discharged within buildings BS 5306-8 2012 suggests that powder extinguishers should not be specified for use in doors unless such use is justified by a risk assessment.

If there is a possibility of a class C and/or D fire in their premises then advice should be sought from a competent person. Note: It is not safe to fight fires involving aerosols with fire extinguishers due to the risk of the aerosols exploding.

Colour-coding of Fire Extinguishers

The contents of an extinguisher can be seen by looking at the colour on the red body as they are colour-coded to indicate their type. Previously, the entire body of the extinguisher was colour-coded, but BS EN 3 requires that all new fire extinguisher bodies should be red. A zone of colour of up to 5% of the external area, positioned immediately above or within the section used to provide the operating instructions, may be used to identify the type of extinguisher. The following colours are used:

- red - water
- black - carbon dioxide
- cream - foam

“ In-house fire equipment checks are acceptable, provided those carrying out the equipment servicing have been trained by an accredited organisation ”

- blue – powder
- canary yellow wet chemical

Fire extinguishers should be inspected and serviced at least annually periodically by a competent person. The installer or manufacturer will advise on how often, but annual checks are usual (see BS 5306 Part 3: 2009).

Selection, Installation and Maintenance of Portable Fire Extinguishers

All portable fire extinguishers will require periodic inspection, maintenance and testing. Depending on local conditions such as the likelihood of vandalism or the environment where extinguishers are located, brief visual checks to ensure that they are present remain serviceable are required. In normal conditions a monthly check should be sufficient but in public places weekly or more frequent checks may be required. Maintenance by a competent person should be carried out annually.

New fire extinguishers should comply with BS EN 3-7 2004 (as amended in 2007). Guidance on the selection and installation of fire extinguishers can be found in BS 5306-8 2012, for maintenance, BS 5306-3 2009 and for colour coding in BS 7863 1996.

In-house fire equipment checks are acceptable, provided those carrying out the equipment servicing have been trained by an accredited organisation (eg, a member of the Fire Industry Association (FIA); <http://www.fia.uk.com/>

Another source of advice on this topic is the not-for-profit organisation, British Approvals for Fire Equipment (see: www.bafe.org.uk) which runs independent third party schemes of approval for fire protection systems and services.

The Fire Emergency Plan

The Order requires the design and implementation of procedures for dealing with serious and imminent danger and for danger areas – with specific reference to safety drills and evacuation procedures: In effect, this means that the responsible person must provide an emergency plan. This will be specific to the premises and will detail the pre-planned procedures in place for use in the event of a fire. This plan should have regard to the size of the undertaking and the nature of activities undertaken at the premises. The fire emergency plan should be:

- in writing
- available to all employees and safety representatives
- form the basis of fire training and instruction

- available for inspection by the fire authority.

Objectives of the Fire Emergency Plan

The purpose of the emergency plan is to ensure that everyone in the workplace knows what to do in the event of fire, especially how to safely evacuate the workplace. The plan should provide clear instructions on:

- actions employees should take when they discover a fire
- how the fire authority and any other emergency services will be called and who will be responsible for doing this
- how people are to be warned when there is a fire
- how the evacuation of the workplace will be carried out
- where people can safely assemble outside the building ('muster points', or 'fire assembly points') after they have left the workplace - taking account of traffic, fire brigade movements, etc
- procedures for checking whether the workplace has been evacuated (eg, roll-call, provision of name lists, and checking of each room)
- identification of key escape routes, how people can gain access to them and escape from them to places of safety
- fire-fighting equipment provided, the circumstances when it should be used and those trained to use it
- duties and identity of employees who have specific responsibilities in the event of a fire ('fire marshals')
- arrangements for the safe evacuation of contractors, the disabled, members of the public and visitors and others identified as being especially at risk such as patients in a hospital
- machines/processes/power supplies to be isolated in the event of fire
- detailed arrangements, where necessary, for high-fire risk areas of the workplace
- procedures for liaising with the fire brigade on arrival and notifying them of any special risks (eg, on the location of gas cylinders or highly-flammable or toxic materials)
- arrangements for ensuring fire-safety training is given to every employee

- the criteria for giving the 'all clear' and return to the building.

Detailed Fire Safety Information and Instructions

Employers must also ensure that all employees (and contractors) have been told about the evacuation arrangements and are shown the means of escape as soon as possible after arriving at the premises.

On their first day at work, new employees should be given a fire safety briefing that covers:

- the location and use of the escape routes (including alternative escape routes) from where they are working
- the location, operation and meaning of the fire warning system where they are working
- the fire drill arrangements (fire drills are practical exercises designed to check people's understanding of the emergency plan and make them familiar with its actual operation)
- the action to take on discovering a fire
- how to raise the alarm
- the action to take on hearing the fire alarm
- the procedures for alerting members of the public and visitors including, where appropriate, directing them to exits
- the arrangements for calling the fire brigade
- the evacuation procedures and details of the assembly points
- preventing people 'wandering off' from the assembly points
- 'head count' of staff etc at assembly points
- authorised procedure for a return to the workplace, including prevention of premature return
- the location and, when appropriate, the use of fire-fighting equipment
- the location of other escape routes, especially those not in regular use
- how to open all escape doors, including the use of any emergency fastenings

- the importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- where appropriate, how to stop machines and processes and isolate power supplies in the event of fire
- the reason for not using lifts not designed for use in a fire (i.e. in the event of a power cut people may become trapped)
- the importance of general fire safety and good housekeeping, including safe disposal of flammable and combustible waste.

In addition to the training in general fire precautions, employees should be informed of the risks from flammable materials used or stored on the premises. They should also be trained in the precautions in place to control the risks, particularly their role in reducing and controlling sources of ignition and fuel for the fire. Those working in high-risk areas should receive specific training in safe operating procedures and emergency responses.

All the employees identified in the emergency plan who have a supervisory role in the event of fire (eg, heads of department, fire marshals or wardens and, in some large workplaces, fire-fighting teams), should be given details of the fire risk assessment and receive additional training to fulfill their role.

Enforcement

The UK's Fire and Rescue Service (FRS) is, in the majority of cases, responsible for enforcement of fire safety legislation. The HSE has however retained enforcement responsibility for all fire precautions (including general fire precautions) at offshore installations, underground mines, nuclear sites, ships under construction and some construction sites. Other notable exceptions are:

- Crown-occupied/owned premises where Crown fire inspectors will enforce
- premises within armed forces establishments where the defence fire and rescue service will enforce
- sports grounds and stands designated as needing a safety certificate by the local authority, where the local authority will enforce.

The FRS will adopt a risk-based approach to enforcement and consequently they can be expected to target their resources and inspections at those premises that present the highest risk. All fire authorities will continue to look into complaints about fire safety, carry out investigations

“ Design, implement and communicate a fire emergency plan ”

after fires where poor fire-safety management is discovered and may carry out targeted inspections. It is now also FRS practice to target premises where a small fire has occurred or where numerous false alarms are generated.

The FRS has the power to issue an alterations notice where the fire risk to life is deemed to be higher than normal or where particularly complex fire-safety arrangements are required. This document requires prior notice to be given to the relevant authority of any alterations to the building that could increase its fire risk.

Action in the Case of Non-compliance

The fire authority (or other enforcement authority) have powers to inspect premises and to serve enforcement notices prohibition notices requiring remedial action to be taken or for the use of the premises to be restricted or prohibited. Prosecutions can also be taken for non compliance.

Fire authorities may also advise the responsible person of action that is required if the issues are insufficiently serious to warrant formal enforcement action.

The appeal against a, prohibition notice, enforcement notice or alterations notice is heard at a Magistrates Court.

Key Actions

The key actions that need to be managed (under the jurisdiction of the responsible person) in relation to fire precautions and fire protection are as follows:

- establish a suitable means of contacting the emergency services and providing them with any relevant information about dangerous substances held or used on site
- determine the 'responsible person' for your premises in relation to The Regulatory Reform (Fire Safety) Order 2005 ('the Order') (normally the employer)
- source and read the industry-specific risk assessment guidance that pertains to the organisation's activities
- tour the premises
- ensure a competent person conducts a fire safety risk assessment that covers all parts of the premises; see 'The fire risk assessment process'
- involve employees and representatives in the fire risk assessment process. Employees must be informed of the risks to them identified by the fire risk assessment; the measures that have taken to prevent fires, and how these measures will protect them if a fire breaks out. This requirement extends to the provision of information to non-employees, such as temporary or contract workers
- consult with employees (or their elected representatives) when nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions
- remind employees that they must co-operate with their employer to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk
- appoint one or more competent persons (eg, a trained employee or third party) to carry out any of the fire precaution measures identified by the risk assessment
- implement the necessary fire precaution measures so as to ensure that, as far as is reasonably practical everyone on the premises, or nearby, can escape safely if there is a fire
- maintenance - ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are appropriately inspected and maintained by a competent person so as to keep them in good working order
- provide information, instruction and training to your employees and other relevant persons about the fire precautions in place; not only when they first join the organisation but as required throughout their career with you
- provide information to the parents of any child (ie below minimum school leaving age) you plan to employ or engage in work experience about the fire prevention and protection measures in place at your site
- design, implement and communicate a fire emergency plan (see checklist)
- test fire safety procedures and precautions
- review the fire risk assessment as necessary and always when circumstances change.

Key Terms

Alterations notice: a document issued by the FRS which requires prior notice to be given to the relevant authority of any alterations to the building that could increase its fire risk or prejudice the means of escape.

CLG: the Department for Communities and Local Government.

Fire emergency plan: a document specific to the premises which details the pre-planned procedures in place in the event of a fire.

Fire Extinguisher: an appliance (usually portable) containing an extinguishing medium that can be expelled by the action of internal pressure and be directed onto a fire. The pressure may be stored pressure or created by a gas cylinder within the body of the extinguisher.

FRS: the UK's Fire and Rescue Service.

Responsible person: the Regulatory Reform (Fire Safety) Order 2005 defines this person as:

(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;

(b) in relation to any premises not falling within paragraph (a):

(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or

(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

Hazard: anything that has the potential to cause harm.

Risk: the chance of that harm occurring.

The Order: The Regulatory Reform (Fire Safety) Order 2005.


Related Documents

- A Short Guide to Making your Premises Safe from Fire. Department for Communities and Local Government. 2006
- BS EN 3-7:2004 + A1:2007: Portable Fire Extinguishers. Characteristics, Performance Requirements and Test Methods

- BS 5306 Series: Fire Extinguishing Installations and Equipment on Premises
- BS 7863:1996 Recommendations for Colour Coding to Indicate the Extinguishing Media Contained in Portable Fire Extinguishers
- The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Fire Statistics Monitor (covering the year to 31st March 2013 CLG)
- The Dangerous Substances and Explosive Atmospheres Regulations 2002 - Code of Practice and Guidance (HSE; Legal Series 138)
- Storage of Dangerous Substances, 'Dangerous Substances and Explosive Atmospheres Regulations 2002' - Approved Code of Practice and Guidance (HSE; Legal Series 135)
- The Regulatory Reform (Fire Safety) Order 2005

Communities and Local Government Guides to Fire Risk Assessment:

- Regulatory Reform, Fire Safety, Order 2005 : Short Guide to Making your Premises Safe from Fire
- Animal Premises and Stables
- Healthcare Premises
- Residential Care Premises
- Open Air Events and Venues
- Sleeping Accommodation
- Small and Medium Places of Assembly
- Theatres, Cinemas and Similar Premises
- Offices and Shops
- Large Places of Assembly
- Factories and Warehouses
- Transport Premises and Facilities
- Educational Premises
- Means of Escape for Disabled People, Supplementary Guide.



Note that there are differences between the Scottish guides and these Communities and Local Government Guides, for example, the Scottish Government has produced a guide for small sleeping premises. It is therefore recommended that those involved in Scottish premises also review the Scottish Practical Fire Safety Guides:

- Places of Entertainment and Assembly
- Healthcare Premises
- Care Homes
- Offices, Shops and Similar Premises
- Factories and Storage Premises
- Small Premises providing Sleeping Accommodation
- Educational and Day Care for Children Premises
- Large and Medium Premises Providing Sleeping Accommodation
- Transport Premises
- Evacuation of Disabled Persons from Buildings.

Further Information and References

- British Standards Institution
- Chief Fire Officers Association (CFOA)
- Department for Communities and Local Government (Fire and resilience section)
- Health and Safety Executive.

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