



Fire Safety Advice Note

The Regulatory Reform (Fire Safety) Order 2005

Guidance on Completion of the Fire Risk Assessment form

Acknowledgement is given to Lincolnshire Fire & Rescue Service who are the original authors of this guidance document and Risk Assessment template.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The aim of the order was to consolidate previous multiple overlapping fire safety regimes into a coherent risk based process that would rationalise fire safety legislation. Historically legislation introduced after specific serious fatality fires resulted in confusing and fragmented statutes, with lack of clarity for those expected to comply and enforcing authorities. The purpose of the Order is to safeguard relevant people in case of fire. The Order places a statutory duty on the employer to carry out a risk assessment and to take appropriate fire precautions where necessary to safeguard relevant people from fire.

In addition, every person other than an employer (e.g. a landlord), who has any control of a workplace consisting (or forming part) of a premises must ensure that, the workplace complies with any applicable requirement of Part 2 and Schedule 1 of the Order.

The following attached guidance is designed to assist you in completing the enclosed fire risk assessment form and meeting your responsibilities under The Regulatory Reform (Fire Safety) Order 2005. It is not designed to be a definitive guide and you are under no obligation to use it. To assist you further it is recommended that you purchase the appropriate guidance book listed below.

These guides have been produced to aid the responsible person undertaking the fire risk assessment, giving what can be complex information in a simple and effective way. Before commencing a fire risk assessment of your premises it is both advisable and good practice to fully read Part 1 of the guide appropriate to the property under assessment.

Guides in the series:

Office and Shops ISBN-13:978 1 85112 815 0
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These guides are available from
Department for Communities and Local Government Publications,
PO Box 236,
Wetherby,
West Yorkshire. LS23 7NB

or any good bookshop (priced at £12 each at time of writing) they are also available free to download on the DCLG website www.firesafetyguides.communities.gov.uk

The attached Fire Risk Assessment questionnaire will, by using a series of questions and directions, point you towards the areas you should address and the type of information that should be recorded. Assistance may be requested from and given by a Fire and Rescue Authority Inspecting Officer but it is not the duty of the Fire and Rescue Authority to complete the fire risk assessment for you and they will most likely decline if asked.

Essex Fire and Rescue are responsible for the enforcement of the Order but only within the county of Essex. The Fire Service's role is to carry out an audit of both the risk assessment and the measures taken by the employers to safeguard relevant people from the risk of fire. This may highlight the need for additional fire precautions to be provided, in order to comply with the Order.

The Regulatory Reform (Fire Safety) Order 2005 came into force on 1st October 2006. The Order provides for the implementation of minimum fire safety standards in the workplace.

With the exception of the places to which the Order does not apply, (see 'Excepted Premises'), all employers must undertake a fire risk assessment. Where there are five or more employees, the significant findings of the assessment must be recorded, and will give consideration to the following:

1. The risk of fire in the workplace, including potential sources of ignition and the location of combustibles. Identify areas where employees/visitors etc may be at more serious risk.
2. Whether fire can be detected in a reasonable time and that people can be warned.
3. Whether people can escape to a place of safety in the event of fire.
4. Whether suitable fire fighting equipment is provided.
5. Whether the fire safety measures you have implemented are adequate and being effectively maintained and that the fire risk assessment has been reviewed where necessary and appropriate.

If, having completed a fire risk assessment, following the process given in the DCLG guides or other relevant publications and you remain unsure as to whether the measures you have taken are appropriate or adequate, you should contact your local fire safety officer for further advice or alternatively enlist the help of a fire safety professional.

EXCEPTED PREMISES

- a) Domestic premises (other than the common areas of houses in multiple occupation).
- b) Offshore Installations within the meaning of regulation 3 of the Offshore Installation and Pipeline Works (Management and Administration) Regulations 1995.
- c) A ship, in respect of the normal ship-board activities of a ship's crew which are carried out solely by the crew under the direction of the master. (permanently moored floating restaurants and such like are not excepted premises)
- d) Fields, woods or other land forming part of an agricultural or forestry undertaking but which is not inside a building and is situated away from the undertakings main buildings.
- e) An aircraft, locomotive or rolling stock, trailer or semi-trailer used as means of transport.
- f) A mine, other than any building on the surface of the mine.
- g) A borehole site to which the Borehole Sites and Operations Regulations 1995 apply

FIRE RISK ASSESSMENT GUIDANCE

The attached Fire Risk Assessment Questionnaire, will by using a series of questions and directions, point you towards the areas you should address and the type of information that should be recorded. Assistance may be requested from and given by

a Fire and Rescue Authority Inspecting Officer but it is not the duty of the Fire and Rescue Authority to complete the risk assessment for you.

You may if you so wish appoint a competent person to assist in completing the Fire Risk Assessment for you. A person would be regarded as competent where he or she has sufficient training and experience or knowledge and other qualities to enable him or her properly to assist in undertaking the preventive and protective measures needed to comply with the requirements of the Order.

Following the completion of the Fire Risk Assessment you should record any significant findings and the measures that have been taken to address these findings within the premises.

Significant Findings – The important thing you need to decide is whether the hazard from fire is important enough to be a source of serious potential harm or in given situations may cause loss, death, injury or damage.

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk requires 'Control Measures'.

Control Measures – These are actions taken to eliminate or minimise adverse risks. They may exist in the form of Policies, Standards, Procedures, Equipment, Training or Physical changes.

Risk Assessment – The process of identifying hazards and determining the risks they pose, to decide what control measures are appropriate.

General information

The first section of the form asks for details of the premises, the person assessing and some additional information that the Fire and Rescue Service will want to know when they visit to audit your premises, there will be other information that they will request such as the registered address of the company and owners where that is applicable so it would be useful to keep this information with your fire risk assessment. The following notes aim to help you complete this section.

Description of Occupants – The information required is whether the predominant type of occupant is more or less vulnerable than the type of person most commonly found in the type of premises being assessed. For example:

In a residential care home you would expect a normal mix of ambulant and non-ambulant elderly residents who would be of “average mobility for this type of occupancy”. However if the majority of residents were bedridden, the occupants would be “Un-typically vulnerable”. In an ordinary school you would expect a normal mix of ambulant and non-ambulant children. However if it was a school for the blind the occupants could be considered “Un-typically vulnerable”. If it was a school for gymnasts the occupants could be considered “Atypically mobile”.

Sole supplier – If the building being assessed is a commercial or public sector building which provides a high value or unique service, it should be identified in this section. Examples include manufacture of specific items in the UK or perhaps the treatment of a particular disease available only at certain hospitals.

Exceptional value – Properties with a value of close to or exceeding £100,000,000 should be included in this section. This approximates to the rebuilding and restocking of a large shopping precinct. **Heritage Risk** – Details should be provided in this section if the building being assessed is of national or international significance.

There are no hard and fast rules but if the building is listed on the National Monuments Record it could be considered a heritage risk. The National Monuments Records is maintained by English Heritage and can be viewed on their website (www.english-heritage.org.uk). **Community Loss** – This question aims to identify buildings, which if involved fire could result in significant consequential loss to the local community. The building may be occupied by a large employer, if the business was unable to operate or even close many people would be affected (unemployed).

To qualify, the loss of the building/business must represent more than an inconvenience, the number of persons affected (unemployed) should be at least 100. Consideration should be given to the likelihood of people being able to find alternative employment in the area. The destruction of a local school will be disruptive but alternative arrangements to educate pupils can normally be put in place quite quickly and therefore would not normally be considered as community loss.

Property loss – The potential for loss from an uncontrolled fire in the building and the potential loss should the fire spread to surrounding buildings, assuming no fire fighting intervention of any kind.

e.g. The potential for an uncontrolled fire in a heavily built up urban area spreading beyond the building of origin to the surrounding buildings or streets.

1 Sources of fuel

This is a straight forward process of hazard spotting within the premises. Walk around your premises and make a note of any flammable substances or combustible materials that could provide fuel or fire, or contribute to the spread of fire within the premises.

Further guidance can be found in Part 1 Step 1 and Part 2 section 1 of the appropriate DCLG guide.

Question 1.1, 1.3 & 1.5

Anything that burns is fuel for a fire. So you need to look for things that will burn reasonably easily and are in sufficient quantities to provide fuel for a fire or cause it to spread to another fuel source. Some of the most common 'fuels' found in premises are:

- Flammable products such as cleaning and decorating products, petrol, white spirit, methylated spirit, cooking oil, disposable cigarette lighters and photocopier chemicals.
- Laundry supplies such as bedding and towels, medical supplies such as disposable aprons.
- Paper, wood, foam (used in furniture).
- Flammable gases such as liquefied petroleum gas (LPG), including aerosol canisters.

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Textiles and soft furnishings such as spare clothes and hanging curtains.

You will need to consider the various ways to reduce the risks caused by materials and substances which burn. The control measures will include:

- Removing completely or reducing to a minimum all flammable materials.
- Ensuring all flammable materials/liquids are handled/stored correctly.
- Ensuring adequate separation distances between flammable materials.
- Keeping a minimum quantity of flammable substances/liquids/materials in the premises.

Question 1.7

This requires you to look into the amount of combustible waste allowed to accumulate in the premises such as wood and off cuts, finely divided items such as shredded paper, dust or old newspapers, magazines and books which could contribute to the risk of fire.

Ensure all waste products are removed and disposed of safely and maintain good housekeeping at all times. Ensure that staff are aware of the standard of housekeeping required.

Question 1.9

Is asked because polyurethane foam filled furniture is a known fire hazard. You should be able to find out about your furniture by physically checking it for labels signifying that it is fire resistant or by contacting the suppliers to check on the specification.

Question 1.11

Asks you to consider the construction of your workplace and how this might contribute to the spread of fire. Does the internal construction include large areas of:

- Hardboard, chipboard, MDF, block board or strawboard in its walls or ceilings?

- Synthetic ceiling or wall coverings such as polystyrene tiles or carpet?

If these are present and you are uncertain of the danger they might pose, you should seek advice from your local Fire and Rescue Authority or other experts on what precautions you need to take to reduce the risk to people in the event of fire.

Question 1.13

Asks you to look at the amount of artificial plants and foliage or seasonal decorations within the premises, in particularly if there are significant quantities in escape routes that would contribute to the spread of fire.

Question 1.15

Directs you to the possible hazard from oxygen and how you can reduce the potential

source of oxygen supply to fire by:

- Closing all doors, windows and other openings not required for ventilation, particularly out of working hours.
- Not storing oxidising materials near or with any heat or flammable source.
- Seeking advice from the supplier or manufacturer on correct storage and use of oxygen in cylinders.

Significant Findings – Once you have completed this section you will need to record any of the significant ‘hazards’ and the ‘Control Measures’ provided to reduce the risk.

2 Ignition sources

This section asks you to identify the potential ignition sources in your premises by looking for possible sources of heat, which could get hot enough to ignite flammable material in the premises. These sources of heat could include:

Smoker’s materials Portable heaters Other hot surfaces
Faulty/misused electrical equipment Naked Flames
Cooking Arson

Indication of near misses, such as scorch marks on furniture or fittings, discoloured or

charred electrical plugs and sockets or cigarette burns can help you identify hazards that you may not otherwise notice.

Further guidance can be found in Part 1 Step 1 and Part 2 section 1 of the appropriate DCLG guide.

Question 2.1

You may not have ‘hot work’ processes in your workplace as a general rule, (welding, flame cutting, use of blow lamps etc.), but they may be introduced on a temporary basis by a contractor or an employee. You must ensure that anyone who uses naked flames or heat producing equipment is trained as to the hazards that are created, and

the safety precautions that need to be taken. The proven method for controlling ‘hot work’ processes (especially temporary ones), is by use of a permit to work system. This is a formalised system which will help to ensure that employees and contractors work safely. The permit should ensure actions similar to the ones listed below are taken.

- Remove combustible materials from the immediate work area.
- Cover/sheet up combustibles that cannot be removed with a fire retardant cover.
- Have a suitable fire extinguisher to hand and know how to use it.
- Know where the nearest fire alarm call point is.
- Know what action to take in the event of fire.
- Consider what effect the 'hot work' will have on any automatic system such as smoke detectors. If necessary detectors may need to be isolated whilst this work is done. You may then have to consider if any additional safety measures need to be taken and the system must be re-instated as soon as possible once the work is completed.
- Checking the work area for any smouldering fires after completion of the work and before the site is left.

Question 2.3

Where any purpose built incinerating or cooking equipment is in place it must be used and serviced in accordance with manufacturer's instructions. Records should be kept of any servicing and maintenance completed and any necessary safety notices must be provided. Associated ducting should also be subject of regular testing and maintenance.

Question 2.5

You are asked to identify the number and type of heaters provided and whether any of them can be replaced with a less hazardous type or design. When considering their suitability you must consider the design and the location that it will be used.

Question 2.7

Asks you to identify your smoking policy and any control measures you have implemented to support this.

Question 2.9

Directs you to the possible hazard of combustible materials stacked near light fittings emitting enough heat for ignition to occur.

Question 2.11 & 2.13

Is asked because of the frequency that electrical equipment is attributed to the cause of accidental fires in buildings. Inspection of equipment is required to ensure that:

- It is installed and maintained by a competent person.
- It is visually inspected and undergoes portable appliance testing where appropriate.
- Sockets and extension cables are not overloaded.

Question 2.15

Asks you to consider the potential problem of arson. This is a very important aspect and one that should not be underestimated as it is not only a major cause of fires but frequently a problem when the premises are unoccupied. Information on reducing the risk of arson can be found on www.arsonpreventionbureau.org.uk

Significant Findings – Once you have completed this section you will need to record any of the significant ‘hazards’ and the ‘Control Measures’ provided to reduce the risk.

3 Identifying people at risk

If there is a fire the main priority is to ensure that everyone reaches a place of safety quickly. Putting the fire out is secondary to this because the greatest danger from fire in premises is the spread of fire, heat and smoke through it. If a premises does not have adequate means of detecting and giving warning of fire or means of escape, a fire can trap people or they may be overcome by the heat and smoke preventing them from evacuating.

As part of your assessment you need to identify who may be at risk if there is a fire both within your premises and externally, regardless of whether they are staff, guests, public, contractors or to the extent that the fire would have an effect, passers by, other people who share your premises and neighbouring premises. You will need to identify how they will be warned and how they will escape. To do this you need to identify where people resort to within your premises, whether those places are normally occupied or isolated areas only accessed occasionally and to what extent a fire in your premises would affect passersby, other people who share your premises and neighbouring premises.

Further guidance can be found in Part 1 Step 2, Part 1 Section 3.4.3 and Part 2 Section 1.13 of the appropriate DCLG guide.

Question 3.1

Asks you to consider whether anybody is at increased risk from fire? Do employees work in remote areas? Does anyone work alone? Does anybody sleep on the premises?

Question 3.3

Asks you to consider the type and number of people that might be present in your premises, how they might be affected by fire and their ability to escape from fire.

Question 3.5

Whilst the Fire Service will clearly assist with the evacuation of people from a building

on fire, you should understand that it is your responsibility to ensure that anyone resorting to your premises can safely escape should a fire or other emergency occur and you must therefore ensure necessary arrangements are in place. This question asks you to consider people with disabilities. Disabilities may be permanent or temporary, obvious or less obvious. You will need to assess each individual case on its own merits if the person with the disability is an employee. If however your workplace is open to the public then you must plan for the possibility of disabled persons being present, and in either case your emergency plan should cater for this eventuality.

When considering means of escape, disabilities can be in many forms for example:

- Wheelchair users.
- People on crutches / walking sticks / walking aids.
- Bedridden.
- Blind or vision impaired.

- Deaf or hearing impaired.
- Colour blindness so cannot read safety signs.
- Learning difficulties or mental illness.

Of course anyone who is slower to react or evacuate than anyone else may need assistance for example:

- Children.
- Heavily pregnant women.
- Elderly.
- Affected by alcohol

Question 3.7 & 3.9

Requires you to look at your escape route and decide whether visitors and contractors will be unlikely to have knowledge of alternate escape routes or escape routes are complex and people could get lost.

Significant Findings – Once you have completed this section you will need to record any of the significant ‘findings’ and the ‘Control Measures’ provided to reduce the risk.

4 Means of escape from fire

Further guidance can be found in Part 1 Step 3 Section 3.4.3 and Part 2 section 4 of the appropriate DCLG guide.

Question 4.1

The size of the building and the nature of its occupants will dictate the time taken to evacuate a building. In all cases the time needed to escape to a place of safety must be less than the length of time it would take from a fire starting to the means of escape being unsafe to use.

Question 4.3

As a general rule the premises should be provided with more than one means of escape to allow people to turn their backs on the fire and walk away. In circumstances where there is only a single means of escape, exit routes and stairways should be provided with fire resisting walls and doors to contain the fire and allow people to exit safely.

Question 4.5

Ideally all escape route doors would open in the direction of escape so that people are not slowed down by having to stop and open the door towards them. However this is not always practical or necessary. As a general rule the door must open in the direction of escape in the following circumstances:

- Where the door will be used by more than 60 people.
- Where the door provides escape from a high risk area.

Question 4.7

Employees should be able to open doors quickly and easily without the use of a key and they should not have to undo more than one security device. If the doors are required to be secured but used by significant numbers or people unfamiliar with the premises, such as the public, the use of push bars, push pads or similar opening

devices is recommended. All employees or regular building users in the case of community buildings, need to be trained on how to operate any security device and operating signs may be needed to ensure understanding of this. When conducting this part of the assessment, look critically at any electronic locking system and ensure that it de-energises and is operable on actuation of the fire alarm or failure of the power supply. Also look carefully at the use of mechanical number locks within the workplace. It should be obvious that you would not want to be confronted by a numerical locking system and have to remember the number to be able to escape from a fire.

Question 4.9 & 4.11

To do its job a fire resisting door needs to be undamaged, have no holes left due to removal of locks and fittings, close fully into its frame and latch fully without requiring force. The majority of fire resisting doors are fitted with self closing devices and are labelled 'Fire Door Keep Shut'. Ensure that the self-closing device can do its job properly, when the door is fully open it must not stick or jam and when the door closes, the closer must shut the door fully, override any latching mechanism and not be able to be pushed open without operating the latch. Some doors across corridors are there to limit the spread of smoke, whilst these will have closing devices fitted there will probably be no latching mechanism it is important that when they close the leaves meet and where the doors are rebated they close in the right order. Where smoke seals (look similar to draught strips around the side and top of the door) are fitted to fire doors they must make contact with the frame or other door otherwise they will not function effectively. Due to their location some doors become a nuisance to employees, so they tend to get wedged open. This practice is dangerous as it could allow the escape route to fill with smoke and render it un-useable or fire to spread rapidly. Fire doors can however provided that certain other measures are installed be held open by an approved automatic door release mechanism.

Question 4.13

Other than the normal way in and out of a building, all exit routes and exit doors should be signed. It may even be necessary to sign the normal route in and out if for example people enter via different routes, the building is accessed freely by the public or other unaccompanied guests or visitors who are unfamiliar with the exit routes. All signs should be sited properly so that they can be seen, are large enough to be read from a reasonable distance and should contain pictograms. It could be of benefit to get a good sign manufacturers catalogue as this will show you what is available and also give you the sizes required dependent upon the viewing distance.

Question 4.15

It is of little value providing escape routes if people cannot see to use them. You need to establish, should a fire cause the normal lighting system to fail, whether people would still be able to see adequately to safely use the escape routes. You need to check the escape route with the lights off and if the premises are used during the hours of darkness, whilst it is dark outside. Will there be sufficient borrowed light from other sources e.g. streetlights or unaffected lighting systems. If lighting levels are not sufficient then you may need to consider some form of escape lighting. When making this assessment you must consider the hours that the premises are in use and don't forget it can be dark as early as 15:30 in winter. If you

decide to install some form of escape lighting it should operate on failure of the normal lighting system within the premises. Escape lighting may need to illuminate:

- Escape routes clearly along their entire length and externally to a place of safety if street lighting does not illuminate the external escape route.
- Fire alarm call points and fire fighting equipment.
- Specific manufacturing processes may need illuminating to enable them to be closed down safely.

The basic options for escape lighting are:

- Traditional ceiling / wall mounted lighting units.
- Low level floor mounted lighting strips/units.
- Torches (these may be an option in small premises or on rare occasions).

Emergency escape lighting is a technical subject and advice should be sought from a competent person.

Compliance - You will need to record how you have complied with the provision for Emergency Route and Exits of the fire protection measures.

5 Fire fighting and fire detection

Further guidance can be found in Part 1 Section 3.4.1 & 2 and Part 2 Section 2 & 3 of the appropriate DCLG guide.

Question 5.1

In deciding if there is sufficient fire fighting equipment in the workplace you need to assess what the minimum provisions should be, then decide if this is sufficient considering the style and layout of your workplace, the fire hazards present, your company fire policy on employee actions and the level of training employees have received.

Fire fighting equipment should be located in conspicuous positions on escape routes, preferably near exit doors. You may also need to site some fire equipment near to specific fire hazards. However if this is done, ensure that employees can still gain access to the fire fighting equipment in the event of fire. You should also consider establishing fire points where various types of fire fighting equipment are sited together.

Question 5.3

Any employees who may need to use fire fighting equipment should be trained in its use and operation. You need to look at your fire policy and the wording on the fire action notices to decide who you need to train. For example if your fire action notices contain the words 'Attack the Fire if safe to do so' you might need to consider training everyone.

Question 5.5

It is vital that a fire can be detected quickly and a warning given so that everyone can escape safely. Fire is usually identified by sight, sound or smell. In unoccupied areas, areas where fire would not be readily identified, complex building layouts, where people may be asleep or unable to warn of the outbreak of a fire such as a nursery with sleeping babies you may need to consider an automatic means of giving warning in case of fire, such as smoke or heat detection.

Question 5.7

If fire fighting equipment is not obviously visible, then its location should be indicated by a sign and if necessary a directional arrow. All signs should incorporate a pictogram.

Question 5.9

It is vitally important that people are familiar with how to operate the alarm system and also how to react on hearing the alarm. To this end regular training for all employees must be completed and recorded. Arrangements should also be put in place so any visitors to the premises are aware of what to do on hearing the alarm or where this cannot be reasonably achieved that employees are trained to assist with the evacuation process.

Fire action notices should be positioned in prominent places around the workplace. The location should be visible and positioned such that employees will read them. It should reflect your company policy as to what you want people to do in the event of a fire. The notice should be worded to reflect the intended actions of anyone who may read it. It may be that different notices are used in public areas to those used in areas where the public have no access.

Compliance - You will need to record how you have complied with the provision for Fire Fighting and Detection of the fire protection measures.

6 Procedures, arrangements and training

Further guidance can be found in Part 1 Step 4 and Part 2 Section 7 of the appropriate DCLG guide.

You need to look critically at what you want people to do including yourself in the event of a fire and then ensure that everyone is given sufficient information, instruction, training and supervision to enable them to carry out those tasks. This might lead you to a tiered programme of training with differing training needs identified for different groups of people or roles. For example fire marshals will need a higher level of training than employees who have no specific duties in relation to fire. Remember to keep a record of the training given.

All employees should be trained in what to do in the event of fire and you should compile an emergency plan covering what to do in the event of fire and how to control the safety measures that you have highlighted are necessary or have implemented in your premises. One aspect of these measures will be to train employees in the evacuation of the premises and in any task that they need to undertake to maintain safety in the event of fire.

7 Maintenance and testing

Further guidance can be found in Part 2 Sections 2-5 of the appropriate DCLG guide.

Question 7.1

Asks you to assess whether there are adequate procedures in place to ensure that the fire protection measures in the premises are properly maintained and that any necessary tests are conducted at the appropriate intervals.

Question 7.3

Physically check that all doors open easily and fully. Also check that the door furniture, especially push bars on double doors, operate effectively and in the way that they were designed to. Take extra care to check doors that are infrequently used, the door may swell up or jam in some other way and prevent people from escaping when needed.

Question 7.5

Check that self closing devices pull doors shut from the fully open position to fully closed, the doors fits securely in their rebate and latch fully. Doors that do not close properly will allow smoke to escape and a fire to grow faster. Ensure that any automatic hold open devices fitted to fire doors designed to release the door on actuation of the fire alarm have not caused the door to warp to such a degree that excessive gaps are created between the door and door frame.

Question 7.7

Ensure that lighting unit covers are clean from nicotine deposits or general dirt and in good condition. Have the monthly, six-monthly, annually and 3 yearly tests been carried out, you may need to employ a competent person to undertake this.

Question 7.9

The fire alarm system should be tested weekly and thereafter at annual (and sometimes quarterly) time periods. You need to check with the supplier or fire alarm contractor at what frequency your system needs inspecting. If automatic fire detection, that is, smoke and heat detectors are installed, ensure that they have also been tested and work effectively.

Question 7.11

Fire fighting equipment should be maintained in line with the manufacturer's recommendations. Annual inspection and where appropriate discharge testing should be undertaken by a competent person.

Question 7.13

Where automatic sprinklers or any other fixed fire fighting systems have been installed they should be tested in accordance with the manufacturer's instructions and serviced by a competent person on a regular basis.

Compliance - You will need to record how you have complied with the provision for maintenance and testing of the fire protection measures.

8 Fire safety records

Further guidance can be found in Part 1 Step 4 and Part 2 Section 7 of the appropriate DCLG guide.

These questions will give you an indication whether there is a good fire safety culture and a quality safety management structure in place. Solid reliable record keeping will provide valuable resources to assist you in two areas:

- Effectively managing the fire policy at your premises.

- Providing evidence to enforcing authorities or the courts that you have done everything that could be reasonably expected to ensure safety within the premises and to comply with the law.