

Every responsible person with some control over a premises, with a few exceptions, must ensure that the requirements of the Order are complied with in the premises.

The most significant difference between this and previous legislation is the requirement for the responsible person to carry out a Fire Risk Assessment, which is intended to identify and address the significant findings and subsequently take preventative and protective measures.

This assessment will take into account not only the safety of the employees but also the safety of other persons who may be affected or involved by the actions of the responsible person. Where there are 5 or more employees, or a licence or registration required, there must be a record of these findings and measures.

The Order also requires the following areas to be considered:-

- Fire fighting equipment
- Fire detection
- Escape routes and exits
- Staff training
- Dangerous substances
- Arrangements for contacting the Fire Service
- Persons with special needs
- General maintenance issues relating to all of the above
- Any persons resorting to the premises

The Service will aim to assist responsible persons in meeting their legal obligations and will enforce the Order in a manner which is fair, consistent and proportional to the risk(s) posed. But it cannot be over-emphasised that the ownership and responsibility lies directly with the responsible person, or any other person having control, of the premises.

To further assist you in meeting your statutory responsibilities the Home Office has produced a set of guides

which can be downloaded from www.firesafetyguides.communities.gov.uk

Further information can be obtained from

www.fire.gov.uk/workplace+safety

or

Visit our Website at:

www.avonfire.gov.uk

For further information, please contact

Avon Fire & Rescue, Fire Safety Dept

by email at

fsbristol@avonfire.gov.uk

or by telephoning 0117 9262061

The Responsible Persons Fire Safety Check List



This check list has been devised with the aim of assisting the responsible person in fulfilling the statutory responsibilities regarding the Regulatory Reform (Fire Safety) Order 2005

RESPONSIBLE PERSONS FIRE SAFETY CHECK LIST

ANY TICK IN A SHADED BOX MUST INVOLVE ACTION TO ENSURE CONTROL MEASURES ARE PUT IN PLACE WHERE APPROPRIATE

1 Have you identified ignition sources? Do occupants smoke? Is there unprotected electrical equipment? Are there portable heaters, naked flames, heat from processes or cooking?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

2 Have you identified combustible materials that could promote fire spread beyond the point of ignition? Such as excessive amounts of wood / paper, flammable liquids, bottled gas, etc.

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

3 In parts of the premises where an outbreak of fire may not be immediately detected, such as unoccupied rooms, stores, etc, are there measures in place to provide early warning?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

4 Are there satisfactory measures in place to ensure the occupants are able to be alerted in a fire situation?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

5 Is the warning sound distinctive and can it be heard throughout the premises, above all background noise?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

6 Once alerted, how far do employees need to travel before reaching a fire escape door? Is this evacuation time / distance excessive?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

7 Are escape routes available for occupants to use at all times when the building is occupied?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

8 How are the occupants likely to react in a fire situation? Do they require assistance? How dependent are they? Are all such measures being addressed?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

9 Do internal doors (where required) appear to be in good condition?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

10 Are you checking and maintaining doors that are required to be kept locked shut or self-closing?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

11 Have all staff received instruction and training in emergency procedures and records maintained?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

12 Are there adequate facilities in place for summoning the Fire Service?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

13 If the normal lighting on escape routes fail would the occupants be able to make a safe escape?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

14 Are there sufficient directional signs indicating the appropriate escape route? And do they comply with the current Regulations?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

15 Are there an adequate number and type of extinguishers or hose-reels available in conspicuous locations?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

16 Have you taken measures to prevent arson or firesetting?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

17 It is important that the fire alarm, escape lighting and fire extinguishers are maintained in effective working order at all times. Can you provide evidence that such equipment is being maintained?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

18 If the building or site is shared with another responsible person, are you liaising in respect of fire precautions?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>
N/A	<input type="checkbox"/>

19 If the building has been changed or altered recently, were the works carried out in accordance with Building Regulations and were the Fire Authority notified, where necessary?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>
N/A	<input type="checkbox"/>

If persons are employed, volunteered, a licence or registration required or if the premises is accessed by members of the public, a Fire Risk Assessment must be carried out. The Regulatory Reform (Fire Safety) Order 2005 requires that where five or more persons are employed, or a licence or registration required, this risk assessment must be in recorded form.

A formal risk assessment should now be carried out as completion of this checklist does NOT form the recorded risk assessment.