

# Regulatory Reform (Fire Safety) Order 2005

## Fire Risk Assessment

<b>Responsible Person</b> <i>(Employer or other person having control of the relevant premises)</i>	Alex Marnar on behalf of venue committee		
<b>Address of Premises</b>	Felpham Village Memorial Hall 17-19 Vicarage Lane Felpham West Sussex		
<b>Postcode</b>	PO22 7DZ		
<b>Assessor:</b>	Natalie Rowland, techIOSH		
<b>Date of Fire Risk Assessment</b>	31/05/19		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
<b>Subsequent Review Dates</b>			
<b>Reviewed by</b>	FMVH Committee	<b>Date</b>	09/04/2025
<b>Reviewed by</b>	FMVH A.M	<b>Date</b>	06/04/2026
<b>Reviewed by</b>		<b>Date</b>	

## General Information

<b>The Premises</b>	
<b>Number of floors in building:</b> <i>(To include basements)</i>	3
<b>Approximate floor area: (m<sup>2</sup>)</b> <i>(To include all floors of responsibility)</i>	
<b>Brief details of construction:</b> <i>(Date of construction, brick, timber, purpose built or converted)</i>	Brick construction with tiled roof. Purpose built with minor additions since original construction.
<b>Primary usage: (e.g. Hotel, Shop)</b>	Community centre – workshops, meetings, fitness, gatherings, performances.

<b>Secondary usage:</b> (e.g. Kitchen, Bar, Function Room, Offices)	Function room and servery

**Occupancy Profile**  
 \*this risk assessment recommends that a survey is undertaken to gain a better overview of the venue occupancy and vulnerable users.

Maximum number of persons in the <b>most highly occupied compartment</b> to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS		WEEKENDS	
	0000 to 0400		0000 to 0400	
	0400 to 0800		0400 to 0800	
	0800 to 1200		0800 to 1200	
	1200 to 1600		1200 to 1600	
	1600 to 2000		1600 to 2000	
	2000 to 2400		2000 to 2400	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0=None			
Description of Occupants	Mobility Issues	Average Mobility	Vulnerability Issues	

**Occupants Especially At Risk From Fire**

<b>Sleeping occupants</b> (Details of numbers - public/staff)	Not applicable
<b>Disabled occupants</b> (Personal Emergency Evacuation Plans in use when necessary)	Hirers accept responsibility for their group. The venue provides accessible access/egress, parking and toilet facilities.
<b>Occupants in remote areas</b> (Lone working/isolated areas)	A Confined Spaces plan and SOP should be introduced for those using the substage and control room areas.
<b>Young person's</b> (Individual Risk Assessment provided for those persons under 16 yrs)	Hirers are required to comply with appropriate legislation in line with hall policies detailed on website.
<b>Others</b> (Details of Elderly/Infirm/Mental Ability)	Hirers accept responsibility for their group.
<b>Visitors</b>	Hirers accept responsibility for their group.
<b>Occupants whose first language is not English</b>	Hirers accept responsibility for their group.

# Identified Fire Hazards And Primary Control Measures

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe in the General Comments box provided.

[For further guidance, please see page 28](#)

<b>Electrical Sources Of Ignition</b>		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	<b>YES</b>	
Portable appliance testing carried out on a risk assessed basis?	<b>YES</b>	
Suitable policy in place regarding the use of personal electrical appliances?	<b>YES</b>	
Suitable limitation and management of trailing leads and adaptors?	<b>YES – power outlets are plentiful and no trailing leads or adaptors are made available to general hirers.</b>	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	

<b>Smoking</b>	
Measures taken to prevent fires as a result of smoking.	
Smoking prohibited in the building?	<b>YES</b>
Smoking permitted in appropriate areas?	<b>YES - outside</b>
Suitable arrangements for those who wish to smoke?	<b>No specific arrangements</b>

<b>Arson/Deliberate Ignition</b>		
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>		<b>YES</b>
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		<b>YES</b>
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Bins stored next to kitchen area	Locked bins provided. Low arson risk area.	Consider alternative location for bins away from the property.
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	

Portable Heaters		
Portable heaters are used within the premises.	<b>NO</b>	
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?	<b>YES</b>	
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	<b>N/A</b>	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	
<b>General Comments:</b>		
Good heating system with clear instructions in hirers agreement.		

<b>Fixed Heating Installations</b>		
Fixed heating installations such as boilers are used within the premises.	<b>YES</b>	
Are fixed heating installations subject to regular maintenance?	<b>YES</b>	
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?	<b>YES</b>	
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	
<b>General Comments:</b>		

<b>Cooking</b>		
Measures taken to prevent fires as a result of cooking.		
Filters cleaned or changed and ductwork cleaned regularly?		N/A
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)		N/A
Suitable Shut Down Procedures in place?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	
<b>General Comments:</b>		

<b>Dangerous Substances</b>		
Dangerous substances are, or could be used or stored, within the premises?  <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>	<b>YES</b>	
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<b>YES</b>	
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.	<b>YES</b>	
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	
<b>General Comments:</b>		

## Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	<b>YES</b>
Appropriate storage of hazardous materials?	<b>YES</b>
Escape routes kept clear of any combustibles? (Storage /furniture)	<span style="color: green;"><b>YES – in main areas</b></span> <span style="color: red;"><b>NO – in control room stairwell</b></span>
Appropriate measures for the safe storage and disposal of waste?	<b>YES</b>

<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
Storage in stairwell	Limited access	If the spaces on the first floor are occupied the stairwell must be kept clear.

<b>Deficiencies:</b>	<b>Remedial Action Required:</b>

**General Comments:**

Other Significant Fire Hazards That Warrant Consideration		
Are there any other fire hazards that warrant consideration within the premises?  <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>		<b>NO</b>
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	

# Arrangements for Evacuation

<b>Evacuation Strategy</b>	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p><b>State which strategy (ies) have been adopted. – SINGLE STAGE</b></p>	
<p><b>Single Stage Evacuation</b></p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p><b>YES</b></p>
<p><b>Progressive Horizontal Evacuation</b></p> <p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p><b>NOTE - Progressive Horizontal Evacuation is subject to the following</b></p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> <li>• Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area.</li> <li>• Progressive movement away from a fire via sequential adjoining protected areas.</li> <li>• Means for escape via stairway(s) should this become necessary.</li> </ul> <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> <li>• the time it will take to evacuate people from the area of a fire to an adjacent protected area;</li> <li>• the number of people to be evacuated;</li> <li>• the level of any mobility impairment;</li> <li>• the number of staff to assist in evacuation;</li> <li>• the fire protection arrangements;</li> <li>• layout of the premises; and</li> <li>• location and number of staircases;</li> </ul>	<p><b>NO</b></p>

<p><b>Delayed Evacuation</b></p> <p>Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p><b>NOTE - Delayed Evacuation is subject to the following</b></p> <p>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</p> <p>A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</p> <p>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</p> <p>Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>		<p><b>NO</b></p>
<p>Written copies of Evacuation Procedures are located as follows:</p>		
<p>Hirers are provided with emergency plan and contacts. Emergency procedures are signed at both entrances to the building.</p>		
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
	-	
<b>Deficiencies:</b>		<b>Remedial Action Required:</b>

# Provision of Elements of Fire Safety as Secondary Control Measures

<b>Means Of Escape</b>		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	<b>YES</b>	
Adequate design of escape routes?	<b>YES</b>	
Reasonable distances of travel when:		
Where there is escape in a single direction? State the distance of maximum travel.	<b>&lt;15m</b>	
Where there are alternative means of escape? State the distance of maximum travel.	<b>&lt;15m</b>	
Suitable protection of escape routes? (Fire resisting construction)	<b>NO</b>	
Adequate provision of exits? State the capacity of each exit.	<b>YES</b>	
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	<b>YES</b>	
Escape routes unobstructed?	<b>YES</b>	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	<b>YES</b>	
Ground level areas have a flat level exit route.		
Does the evacuation plan fit with the floor space factors?	<b>YES</b>	
Identify dead end corridors. Are the appropriately covered?	<b>N/A</b>	
Identify inner rooms. Are the appropriately covered?	<b>N/A</b>	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	

## Measures To Limit Fire Spread And Development

It is considered that there is:	
Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	<b>YES – could be improved, see below</b>
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	<b>NO</b>
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	<b>N/A</b>

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Draperies and curtains	-	<p>Draperies and curtains should be of a DFR (durably fire resistant) or NDFR (non-durably fire resistant) material.</p> <p>NDFR fabrics must be treated every 5 years to maintain their fire retardant properties.</p> <p>Non fire retardant fabrics should be avoided but when in use should be treated with a fire retardant spray such as Fire Check and re-treated according to manufacturers guidelines.</p>

<b>Deficiencies:</b>	<b>Remedial Action Required:</b>
Stage draperies due for re-treatment	Re-treat.

**General Comments:**  
 As part of a longer term plan, compartmentation could be improved in this venue by addressing the roof void that would allow unhindered spread of fire above the main area of assembly.

## Emergency Escape Lighting

It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?	<b>YES</b>
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Identified Hazards	Existing Control Measures	Are there any improvement recommendations
		Emergency lighting provision is generally very good. An additional unit in the toilets would be a suitable improvement.

		A reminder that emergency lighting should be checked regularly and the checks and results recorded in a log book. This is a requirement of the Regulatory Reform (Fire Safety) Order (2005)
<b>Deficiencies:</b>		<b>Remedial Action Required:</b>

<b>Fire Safety Signs And Notices</b>		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		<b>YES</b>
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
<b>Deficiencies:</b>		<b>Remedial Action Required:</b>

<b>Means Of Giving Warning In Case Of Fire</b>	
Reasonable manually operated fire warning system provided?	<b>YES</b>
If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc) Smoke/Heat alarms and a general push button alarm	
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc) .....	<b>YES</b>

Throughout Premises	<b>NO</b>
Part of Premises only	<b>YES</b>
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	<b>YES</b>
Remote transmission of alarm signals to a monitoring station or other?	<b>NO</b>
<b>Identified Hazards</b>	
<b>Existing Control Measures</b>	
<b>Are there any improvement recommendations</b>	
	<p>A reminder that fire detection and alarm equipment should be checked regularly and the checks and results recorded in a log book. This is a requirement of the Regulatory Reform (Fire Safety) Order (2005)</p> <p>Recommend an additional smoke detector in substage and control room areas.</p>
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>
<b>General Comments:</b>	

<b>Manual Fire Extinguishing Appliances</b>	
Reasonable provision of portable fire extinguishers?	<b>YES</b>
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	<b>YES</b>
Is suitable wall signage provided relevant to extinguisher?	<b>YES</b>
Are hose reels provided?	<b>NO</b>

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Signage	-	Consider investing in Water Mist extinguishers that are suitable for virtually any fire type. This will minimise use of wrong type. They are also suitable for use on people on fire which could be beneficial for a venue hosting celebrations, which have a risk associated with candle use.
<b>Deficiencies:</b>		<b>Remedial Action Required:</b>

## Management of Fire Safety

Procedures And Arrangements	
Fire safety is managed by:	Felpham Memorial Village Hall Committee
Deputy or assistant:	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?  State name and responsible element of fire safety  Alex Marner.....Estate Manager.....  .....	<b>YES</b>

.....		
Is there a suitable record of the fire safety arrangements?		YES
Appropriate fire procedures in place?		YES
Are procedures in the event of a fire appropriate and properly documented?		YES
Are there suitable arrangements for summoning the Fire and Rescue Service?		YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?		YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?		YES
Are there suitable arrangements for ensuring that the premises have been evacuated?		YES
Is there a suitable fire assembly point(s)?		YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present?		YES
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?		YES
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?		YES
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		YES
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
		Fire safety management documentation should be reviewed annually. This includes all signage, responsible persons and procedures.
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	

Training And Drills		
Fire safety training is managed by:		
Deputy or assistant:		
Are all staff given adequate fire safety instruction and training on induction?		YES / NO
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?		YES / NO
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?		YES / NO
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?		YES / NO
Are fire drills carried out at appropriate intervals and a record of such drills maintained?		YES / NO
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)		YES / NO
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?		YES / NO
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?		N/A / YES / NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	
<b>General Comments:</b>		

<b>Testing And Maintenance</b>	
Testing and Maintenance is managed by:	Alex Marnar – Estate Manager
Deputy or assistant :	
Adequate maintenance of workplace?	<b>YES</b>
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	<b>MONTHLY</b>
Monthly and annual testing routines for emergency escape lighting?	<b>YES</b>
Annual maintenance of fire extinguishing appliances?	<b>YES</b>
Periodic inspection of external escape staircases and gangways?	<b>N/A</b>
Six monthly inspection and annual testing of rising mains?	<b>N/A</b>
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	<b>N/A</b>
Weekly testing and periodic inspection of sprinkler installations?	<b>N/A</b>
Routine checks of final exit doors and/or security fastenings?	<b>YES</b>
Annual inspection and testing of lightning protection system?	<b>N/A</b>
Other relevant inspections or tests:	
<b>Identified Hazards</b>	<b>Existing Control Measures</b>
	-
<b>Are there any improvement recommendations</b>	
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>
<b>General Comments:</b>	

<b>Recording</b>		
Appropriate records held for:		
Fire drills?		<b>NO</b>
Fire training?		<b>NO</b>
Fire alarm tests?		<b>YES</b>
Emergency escape lighting tests?		<b>YES</b>
Maintenance and testing of other fire precaution systems?		<b>N/A</b>
Location of Records: (Available for inspection by Fire Authority if required)		
Give Details:		
<b>Identified Hazards</b>	<b>Existing Control Measures</b>	<b>Are there any improvement recommendations</b>
<b>Deficiencies:</b>	<b>Remedial Action Required:</b>	
<b>General Comments:</b>		

# Action Plan

Priority	Meaning
<b>High</b>	<p>Immediate priority to be actioned within 24 hours to 8 weeks</p> <p><i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i></p>
<b>Medium</b>	<p>Medium priority to be actioned within 2-6 months</p> <p><i>Breaches in legislation that may require medium/long term action to resolve</i></p>
<b>Low</b>	<p>Low priority to be actioned within 6 months-1year</p> <p><i>Items of non urgent priority or for future consideration</i></p>

**Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.**

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	Undertake a survey to gain a better overview of the venue occupancy and vulnerable users				
2	Consider alternative location for bins away from the property.				
3	If the spaces on the first floor are occupied the stairwell must be kept clear.				

## Significant Findings – Remedy Action Plan

No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
4	As part of a longer term plan, compartmentation could be improved in this venue by addressing the roof void that would allow unhindered spread of fire above the main area of assembly.				
5	<p>Emergency lighting provision is generally very good. An additional unit in the toilets would be a suitable improvement.</p> <p>A reminder that emergency lighting should be checked regularly and the checks and results recorded in a log book. This is a requirement of the Regulatory Reform (Fire Safety) Order (2005)</p>				
6	Consider investing in Water Mist extinguishers that are suitable for virtually any fire type. This will minimise use of wrong type. They are also suitable for use on people on fire which could be beneficial for a venue hosting celebrations, which have a risk associated with candle use.				

## **Regulatory Reform (Fire Safety) Order 2005**

The Regulatory Reform (Fire Safety) Order 2005 became law in October 2006 and introduced significant change to workplace fire safety responsibilities. As well as simplifying the legislative regime by bringing all fire safety legislation together into one Order, it introduced the need for employers, building owners and occupiers a 'responsible persons' to carry out, implement and maintain a fire safety risk assessment.

All non-domestic premises, including the common or shared parts of blocks of flats or houses in multiple occupation are covered by the Order, and may be inspected by their local Fire and Rescue Authority.

Under the order, Fire & Rescue Authorities have a statutory duty to ensure compliance and enforce the requirements where necessary.

### **What are the main requirements of the order?**

The responsible person is required to:

- Carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are stored.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings as necessary.

In carrying out a fire risk assessment the responsible person may decide that given the nature of the premises or the people involved, they may need to appoint one or more competent persons to assist them. The level of necessary competence is not prescribed in the Order. It recognises that the extent of competency will vary according to the nature and complexity of the premises involved.

The Fire Safety Order requires that you give effect to arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified as a consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- You employ five or more employees in your undertaking (regardless of where they are employed);
- A licence under other legislation is in force; or

- An alterations notice is in force requiring a record to be kept.

## **Where does it apply?**

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. For example:

- Offices and shops
- Premises that provide care • Community halls
- The common areas of houses in multiple occupation including common fire warning systems etc.
- Pubs, clubs and restaurants
- Schools
- Tents and marquees
- Hotels, B&Bs, guest houses, hostels and self catering accommodation
- Factories and warehouses
- Stables

## **What does this mean for me?**

The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is normally the employer or any other person who may have control of any part of the premises, e.g. the occupier or owner. If there is more than one responsible person in any type of premises, they must take all reasonable steps to consult with one another regarding matters of fire safety.

If you are the responsible person you will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

The fire risk assessment should consider dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment must consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

