

Fire Safety Maintenance

The following related tools and resources can be found in the 'Tools and Resources' section in the members only area of the website.

- *Fire Risk Assessment template*

What is the Regulatory Reform (Fire Safety) Order 2005?

The Regulatory Reform Order (Fire Safety) 2005 came into force on 1 October 2006, and replaced over 70 separate pieces of fire safety legislation.

What do I have to do?

The Order places a duty on a 'responsible person' (usually the owner, employer or occupier of business or industrial premises) to carry out a fire risk assessment. Responsible persons under the Order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date. The order applies to virtually all premises and covers nearly every type of building, structure and open space.

What does a fire risk assessment involve?

There are 5 key steps in a fire safety risk assessment:

1. Identify fire hazards - eg, how could a fire start? what could burn?
 2. Consider the people who may be a risk - eg, employees, visitors to the premises, and anyone who may be particularly vulnerable such as children, the elderly and disabled people.
 3. Evaluate and act - think about what you have found in steps 1 and 2 and remove and reduce any risks to protect people and premises, as far as is reasonably possible and provide general fire precautions to deal with any possible risk left. Take direct measures to make sure there is protection if flammable or explosive materials are used or stored.
 4. Record, plan and train - keep a record of what risks you identified and what actions you have taken to reduce or remove them. Make a clear plan of how to prevent fires and, should a fire start, you will keep people safe. Make sure your staff know what to do in the event of a fire and if necessary that they are trained for their roles.
 5. Review - regularly review your risk assessment to ensure it remains up to date and reflects and changes that may have occurred.
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Who is responsible for the Fire Risk Assessment?

Under the order, anyone who has control of premises or anyone who has a degree of control over certain areas or systems may be a "responsible person".

Although in many premises the responsible person will be obvious, there may be times when a number of people have some responsibility.

If you are the responsible person, you must make sure you carry out a fire-risk assessment although you can pass this task to some other competent person. However, you will still be responsible, in law, for meeting the order. You must manage any fire-risk in your premises as Fire Authorities no longer issue fire certificate and those previously enforced will have no legal status.

What is a competent person?

A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.

Am I responsible if my fire safety equipment fails?

Under the Regulatory Reform Order (RRO) all fire precautions must be maintained in efficient working order and good repair so if any failure is due to lack of maintenance, then you could be held responsible. However, where maintenance contracts exist for the equipment, the enforcers may take action against the contractor.

Fire Safety Risk Assessment.

There are 5 key steps to completing a fire risk assessment.

Step 1. Identify Fire Hazards.

- Sources of ignition
- Sources of fuel: and
- Sources of oxygen

Step 2. Identify people at risk.

- People in and around the premises; and
- People who are especially at risk

Step 3. Evaluate, remove or reduce, and protect from risk.

- Evaluate the risk of a fire starting
- Evaluate the risk to people from a fire
- Remove or reduce fire hazards
- Remove or reduce the risks to people from a fire
- Protect people by providing precautions

Step 4. Record, plan, inform, instruct, and train.

- Record any major findings and action you have taken
- Discuss and work with other responsible people
- Prepare an emergency plan
- Inform and instruct relevant people
- Provide training.

Step 5. Review

- Review your fire-risk assessment regularly
- Make changes where necessary

Remember to review your fire-risk assessment regularly.

<u>Daily checks</u>				
	Yes	No	N/A	Comments
<u>Escape Routes</u>				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are all fire doors kept closed and never propped open?				
Are escape routes clear?				
Are stairways clear? Are corridors clear?				
Are all heaters kept clear of paper or other burnable materials?				
<u>Fire warning systems</u>				
Is the indicator panel showing "normal"?				
Are whistles, gongs or air horns in place?				
<u>Escape lighting</u>				
Are luminaries and exit signs in good condition and undamaged?				
Is emergency lighting and sign lighting working correctly?				
<u>Firefighting Equipment</u>				
Are all fire extinguishers in				

place? Are the extinguishers suitable for the purpose? Are fire extinguishers clearly visible? Are fire blankets clearly visible in kitchen area?				
Are vehicles blocking fire hydrants or access to them? Is there clear access for fire engines?				

Completed by _____
Sign name and position.

Date completed _____

Fire Safety Maintenance Checklist

<u>Termly/half termly checks</u>				
	Yes	No	N/A	Comments
<u>Escape Routes</u>				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?				
Are external routes clear and safe?				
Are fire door seals and self-closing devices in good condition?				
Do all internal self-closing fire doors work correctly?				
Do all staff/volunteers/parents know the drill for fire practice?				
Has there been a fire drill since the last termly/half termly check?				
<u>Fire warning systems</u>				
Did the alarm system work correctly when tested?				
Did staff/volunteers/rota parents/children hear the fire alarm?				
Do all staff/volunteers/rota parents know how to raise the				

fire alarm?				
Do all visual alarms and/or vibrating alarms and pagers work?				
Has the system been checked by a competent person?				
<u>Escape lighting</u>				
Are luminaries and exit signs in good condition and undamaged?				
Is emergency lighting and sign lighting working correctly?				
<u>Firefighting Equipment</u>				
Are all fire extinguishers in place? Are the extinguishers suitable for the purpose? Are fire extinguishers clearly visible? Are fire blankets clearly visible in kitchen area?				
Has all fire fighting equipment been tested by a competent person? (this is to be done annually and noted down on your fire risk assessment even if in a village hall or on school site)				
Has any sprinkler system been tested by a competent person?				
Has the smoke and heat ventilation system been tested by a competent person?				
Are vehicles blocking fire hydrants or access to them?				
Has the fire hydrant bypass flow valve control been tested by a competent person?				
Is there clear access for fire engines/				
<u>Fire Prevention</u>				
Are all fire doors kept closed and never propped open?				
Are all heaters kept clear of paper or other burnable materials?				
Do all self-closing fire doors work correctly?				

Completed by _____
Sign name and position.

Date completed _____