

New Fire Safety Legislation Auditing Guidance Notes.

Below are the areas that future inspections will concentrate on besides the information on the premises responsible person and building design and dimensions: -

Risk Assessment.

Has a suitable and sufficient Fire Safety Risk Assessment been carried out for the premises?

Areas of consideration

- Fire safety risk assessment undertaken, completed and available
- Assessment is suitable and sufficient, covering all significant risks, which may affect those who may be affected by fire, including all means of access to and egress from the premises
- Evidence confirming the assessment is reviewed on regular basis

Principles of prevention to be applied.

Has any preventative and protecting measures been implemented?

Areas of consideration

The principles are;

- Avoiding risks
- Evaluating the risks which cannot be avoided
- Combating the risks source
- Adapting to technical progress
- Replacing the dangerous by non-dangerous or less dangerous
- Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

Fire Safety Arrangements.

Is there effective Fire Safety Management?

Areas of consideration

- Effective management attitude to fire safety
- Clear company policy
- Effective emergency plan
- Responsibilities clearly defined
- Effective systems of communication in place to inform employees and other responsible persons in multi-occupied premises
- Fire marshals and wardens appointed where appropriate

Elimination or reduction of risks from dangerous substances.

Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances?

Areas of consideration:

- Adequate controls
- Control of ignition sources
- Mitigate detrimental effects
- Safe handling, storage & transportation
- Elimination reduction controls
- Suitable signage & safety information
- Particular account in risk assessment in respect of young persons

Procedures for serious and imminent danger.

Are there adequate procedures for serious and imminent danger and for danger areas?

Areas of consideration

- Appropriate procedures in place
- Safety drills
- Sufficient number of competent persons to manage evacuation
- Prevention procedures to restrict exposure of relevant persons to risk, unless trained
- Information and signage

Additional emergency measures in respect of dangerous substances.

Are there suitable additional emergency measures provided to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises?

Areas of consideration

- Information on emergency arrangements is available
- Suitable warning and other communication systems are established to support response, remedial actions and rescue operations
- Information provided to accident and emergency services and displayed at the premises
- Plans are in place for immediate steps to be taken in the event of an incident occurring
- Personal protective equipment, clothing, specialised equipment and plant provided available in case of an incident occurring

Maintenance.

Are fire safety provisions being adequately maintained?

Areas of consideration

- Fire systems and equipment subject to suitable systems of maintenance
- Regular testing by competent person/s
- Portable electrical equipment subject to PAT testing
- Adequate records being maintained

Safety assistance.

Are there adequate number of competent persons and arrangements in place to assist the responsible person in undertaking the preventative and protective measures?

Areas of consideration

- Sufficient number of competent persons appointed
- Sufficient training given to competent persons
- Co-operation between appointed persons
- Information given to non-employees
- Information to other employees
- Co-operation between responsible persons

Training.

Are employees being effectively trained?

Areas of consideration

- Induction training
- On transfer or working with new or changed risks
- New equipment or change with existing
- Introduction of new technology
- New systems of work
- Emergency procedures
- Safe practice
- Fire fighting equipment
- Safe handling of dangerous substances
- Training being delivered by competent person
- Evidence of training available

Emergency Routes and Exits.

Is effective means of escape provided and maintained?

Areas of consideration

- Emergency routes and exits
- Safe and quick evacuation
- Number and distribution of emergency routes and exits, for relative persons
- Direction of door openings
- Correct use of revolving doors
- Suitable door fastenings
- Signage
- Emergency lighting

Alterations Notices.

Where an alterations notice is in force has the enforcing authority been informed prior to them being implemented?

Areas of consideration

- Alterations notice is in force
- Significant increase in risk is the result of changes being made to; the premises, services, fittings, or equipment in or on the premises, increase in the quantity of dangerous substances, or a change in use of the premises.
- Where required to do so the responsible person must; record information, before making changes send a copy of the risk assessment and provide a summary of the proposed changes to be made to the general fire precautions

Fire-fighting and Detection.

Are effective fire warning and fire -fighting arrangements provided?

Areas of consideration

- Appropriate system for the risk
- Audibility levels
- Appropriate levels of detection
- Management of unwanted fire alarm signals
- Commissioning / Installation certificates available
- Appropriate levels and standard of FFE
- FFE suitably positioned
- Suitable signage for FFE provided
- Nominated persons sufficiently trained in FFE available to them
- Contacts with emergency services regards fire-fighting, rescue work, first-aid and emergency medical care

Provision of information to employees.

Is adequate provision made to provide information to employees?

Areas of consideration

- Risks to them identified from risk assessment
- Preventative and protective measures
- Appropriate procedures to be taken in the event of an emergency
- Nominate sufficient number of competent persons to secure evacuation
- Inform other responsible persons
- Young persons controls
- Provide Information on dangerous substances

Provision of information to employers and employees from outside undertakings.

Is adequate information provided to employers and employees from outside undertakings?

Areas of consideration

- Comprehensible and relevant information provided to employers from outside undertakings with regard to risks and preventative and protective measures
- Employees from outside undertakings provided with appropriate instructions and comprehensible and relevant information regarding risks to that person

Co-operation and co-ordination.

Is there adequate co-operation and co-ordination between responsible persons where there are two or more sharing responsibilities or have duties in respect of premises?

Areas of consideration

- Co-operation to enable compliance with requirements and prohibitions imposed by or under this order
- Reasonable steps taken to enable compliance with requirements and prohibitions imposed by or under this order
- Reasonable steps taken to inform other reasonable persons with regard to risks
- In case of explosive atmospheres the person with overall responsibility for the premises has taking responsibility to co-ordinate the implementation of all relevant measures to protect relevant persons.

General Duties of employees at work.

Are employees carrying out their general duties while at work?

Areas of consideration

- Reasonable care being taken by employees to prevent harm to others who may be effected by their acts or omissions at work
- Employees co-operate with their employer to enable compliance with any duty or requirement
- Are hazards identified by the employee reported to the employer or other employee with specific responsibility for safety

Fire-fighters' switches for luminous tube signs etc. (This does not apply to licensed premises authorised for the exhibition of a film)

Has suitable notice been given to the fire authority regarding the installation of fire-fighters switches?

“Prescribed voltage” means:

1000v AC or 1500v DC between two conductors.

600 v AC or 900 v Dc between conductor and earth

Areas of consideration

- Are luminous discharge tubes fitted in the premises?
- Are cut off switches provided?
- Are cut off switches sited coloured and marked in accordance with current IEE Regulations?
- Has correct notice been given to the fire authority?

Maintenance of measures provided for protection of fire-fighters.

Are suitable arrangements in place to ensure that facilities, equipment and devices for use by or the protection of fire fighters are maintained in an efficient state, in efficient working order and in good repair?

Areas of consideration

- Are testing and maintenance records available and up to date?
- Are fire fighting shafts fully protected?
- Are access boxes to dry/wet risers secured?
- Are measures in place to ensure co-operation between occupiers for the maintenance of facilities?