

# Fire Safety and the Regulatory Reform Order

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**The Key to:  
Better health**

- longer life
- better quality of life
- fair access to services

**Excellent patient  
experience**

- safe care
- effective treatment
- quality services

**Using your  
money wisely**

- right services, right place, right time
- reducing waste
- value for money



# Fire Service Enforcement

*Fire authorities prosecuted 43 per cent more organisations last year for failing to comply with any part of the order.*



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## Prosecution

In November 2009, New Look Retailers were fined £250,000 and £150,000 respectively for failing to provide a **“suitable and sufficient” fire risk assessment** and adequate safety training for staff, following a fire at one of its shops in London’s Oxford Street.





## Prosecution

ATS Euromaster was fined £2,000 for blocking a fire exit, £2,000 for failing to light an escape route, £1,500 for inadequate training and £1,000 for failing to carry out a **suitable risk assessment**.





## Prosecution

On 8 July 2011, Nottingham Crown Court dealt with what is believed to be the first successful prosecution of a fire risk assessor. A prison sentence was imposed upon the assessor and also the operator of the premises concerned.





# Enforcement Options

- Minor faults dealt with by letter – not a Legal Notice
- Alterations Notice – must contact Fire Service before carrying out building work
- Enforcement Notice – requirement to do necessary work
- Prohibition Notice – prohibits or restricts use of the building
- Prosecution
- All Legal Notices and Prosecutions will be in the Public Domain





# Fire Safety

- Avoid fires
- Ensure peoples safety if a fire starts
- Why?
- In 2010-2011 24,900 Fires
- 19 people killed
- 1200 people injured





# Fire

Sudbury: Electrical fire at doctor's surgery

Monday, February 20, 2012

'Suffolk Fire and Rescue Service was alerted to reports of a fire and smoke from an electrical box within the doctor's surgery in Siam Place, Sudbury.

Two crews from Sudbury were mobilised to the fire which broke out just before 8am this morning.

The occupants were alerted to the problem thanks to smoke alarms in the premises'.

***Sudbury Mercury***



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## Fire

*'MEDICAL cover in a North town has been left in chaos after a blaze ripped through a doctor's surgery.'*

*The fire at the Aden House surgery and dispensary, in Spennymoor, County Durham, destroyed the building and, it's thousands of medical records'.*

**Sunday Sun**



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# Fire Safety Law

- Regulatory Reform (Fire Safety) Order 2005
- Places a legal duty on 'Responsible Person'
- Normally Employer
- Anyone with a degree of control over the premises





# Fire Safety Law

- Duty on 'Responsible Person' to assess the risks from fire – Fire Risk Assessment
- An organised way to look at the risks
- Who is at risk
- Remove or reduce the risk
- Put measures in place to deal with the residual risk





# Fire Safety Law

- Put measures in place for any flammable materials or dangerous substances
- Create a plan to deal with emergencies
- Best practice to record all of this – If you employ more than 5 people it is compulsory to record the significant findings







# Fire Safety Law

- Inform staff
- Review your findings when necessary
- Take into account everyone especially if they have disabilities or special needs
- Duty to manage the risks





# Risk Assessment

- Five Steps
- Identify Fire Hazards
- Identify People at Risk
- Evaluate, remove or reduce and protect from Risk
- **Record, plan, inform, instruct, and train**
- **Review**





# The 5 Steps of a Fire Risk Assessment

## Step 1

Identify fire hazards

Sources of ignition

Sources of fuel

Sources of oxygen



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## Step 2

Identify people at risk

People in and around the premises  
People especially at risk



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## Step 3

Evaluate, remove, reduce and protect from risk

Evaluate the risk of a fire occurring

Evaluate the risk to people from fire

Remove or reduce fire hazards

Remove or reduce the risks to people

- Detection and warning
- Fire-fighting
- Escape routes
- Lighting
- Signs and notices
- Maintenance





## Step 4

Record, plan, inform, instruct and train

Record significant finding and action taken

Prepare an emergency plan

Inform and instruct relevant people; co-operate and co-ordinate with others

Provide training





## Step 5

### Review

Keep assessment under review  
Revise where necessary







# FIRE SAFETY RISK ASSESSMENT

▶ Follow the 5 key steps ▶ Fill in the checklist ▶ Assess your fire risk and plan fire safety

## 1 Fire hazards

Fire starts when heat (source of ignitor) comes into contact with fuel (anything that burns), and oxygen (air).

You need to keep sources of ignition and fuel apart.

**How could a fire start?**

Think about heaters, lighting, naked flames, electrical equipment, hot processes such as welding or grinding, cigarettes, matches and anything else that gets very hot or causes sparks.

**What could burn?**

Packaging, rubbish and furniture could all burn, just like the more obvious fuels such as petrol, paint, varnish and white spirit. Also think about wood, paper, plastic, rubber and foam. Do the walls or ceilings have hardboard, chipboard, or polystyrene? Check outside, too.

- Have you found anything that could start a fire?

*Make a note of it.*

- Have you found anything that could burn?

*Make a note of it.*

## 2 People at risk

**People at risk**

Everyone is at risk if there is a fire. Think whether the risk is greater for some because of when or where they work, such as night staff, or because they're not familiar with the premises, such as visitors or customers. Children, the elderly or disabled people are especially vulnerable.

- Have you identified?  
 Who could be at risk?  
 Who could be especially at risk?

*Make a note of what you have found.*

## 3 Evaluate, and act

**Evaluate**

First, think about what you have found in steps 1 and 2: what are the risks of a fire starting, and what are the risks to people in the building and nearby?

**Remove and reduce risk**

How can you avoid accidental fires? Could a source of heat or sparks fall, be knocked or pushed into something that would burn? Could that happen the other way round?

**Protect**

Take action to protect your premises and people from fire.

- Have you assessed the risks of fire in your workplace?  
 Have you assessed the risk to staff and visitors?

- Have you kept any source of fuel and heat/sparks apart?  
 If someone wanted to start a fire deliberately, is there anything around they could use?  
 Have you removed or secured any fuel an arsonist could use?  
 Have you protected your premises from accidental fire or arson?

- How can you make sure everyone is safe in case of fire?**  
 Will you know there is a fire?  
 Do you have a plan to warn others?  
 Who will make sure everyone gets out?  
 Who will call the fire service?  
 Could you put out a small fire quickly and stop it spreading?

- How will everyone escape?**  
 Have you planned escape routes?  
 Have you made sure people will be able to safely find their way out, even at night if necessary?  
 Does all your safety equipment work?  
 Will people know what to do and how to use equipment?  
*Make a note of what you have found.*

## 4 Record, plan and train

**Record**

Keep a record of any fire hazards and what you have done to reduce or remove them. If your premises are small, a record is a good idea. If you have five or more staff or have a licence then you must keep a record of what you have found and what you have done.

**Plan**

You must have a clear plan of how to prevent fire and how you will keep people safe in case of fire. If you share a building with others, you need to coordinate your plan with them.

**Train**

You need to make sure your staff know what to do in case of fire, and if necessary, are trained for their roles.

- Have you made a record of what you have found, and action you have taken?

- Have you planned what everyone will do if there is a fire?  
 Have you discussed the plan with all staff?

- Have you?**  
 Informed and trained people (practised a fire drill and recorded how it went)?  
 Nominated staff to put in place your fire prevention measures, and trained them?  
 Made sure everyone can fulfil their role?  
 Informed temporary staff?  
 Consulted others who share a building with you, and included them in your plan?

## 5 Review

Keep your risk assessment under regular review. Over time, the risks may change.

If you identify significant changes in risk or make any significant changes to your plan, you must tell others who share the premises and where appropriate re-train staff.

- Have you?**  
 Made any changes to the building inside or out?  
 Had a fire or near miss?  
 Changed work practices?  
 Begun to store chemicals or dangerous substances?  
 Significantly changed your stock, or stock levels?  
 Have you planned your next fire drill?

## Completed the checklist? Do you need more information?

The checklist above can help you with the Fire Risk Assessment but you may need additional information especially if you have large or complex premises.

We have produced a series of guides for different business sectors. These guides will give you more information about how to carry out a Fire Risk Assessment, with specific advice for your type of premises. These guides are free to download at [www.communities.gov.uk/fire](http://www.communities.gov.uk/fire)

Product code 06LPG00095P



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[A short guide to making your premises safe from fire](#)



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# Useful Websites

- [Communities and Local Government](#)
- [Tyne and Wear Fire and Rescue Service](#)
- [Northumberland Fire and Rescue Service](#)
- [County Durham and Darlington Fire and Rescue Service](#)



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# Any Questions?



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