

PART B : REVISED FIRE SAFETY AUDIT

Risk Assessment

<p><u>Safety Critical</u></p> <p>Has a suitable and sufficient Fire Safety Risk Assessment been carried out for the premises?</p>		<p>Article 9 - Risk Assessment</p> <p><i>“The responsible person shall make a suitable and sufficient assessment of the risks to which relevant persons are exposed to identify the preventive & protective measures”</i></p>	
<p>Areas of consideration:</p> <p>Fire safety risk assessment undertaken, completed and available. Assessment is suitable and sufficient, covering all significant risks. Have persons identified as being especially at risk been identified? For example:-</p> <ul style="list-style-type: none"> • Disabled people • Lone workers • Young persons • Contractors • Visitors • Location or process etc • Dangerous substances <p>Evidence confirming the assessment is reviewed on regular basis</p>		<p>Notes:</p>	
Responses validated?		yes	no
Compliance Level			
Broadly Compliant (Score 0)			
Non Compliant - Minor Deficiency/Risk (Score 5 for all groups)			
Non – Compliant – Major Deficiency/Risk (Score 10 for all groups)			

Significant Findings in Accordance with Part 3 Schedule 1

<p><u>Safety Critical</u></p> <p>Have any preventative and protective measures been implemented?</p>		<p>Article 10 – Principles of prevention to be applied</p> <p><i>“Where the responsible person implements any preventative and protective measures he must do so on the basis of the principles specified in Part 3 of schedule 1”</i></p>	
<p>Areas of consideration:</p> <p>The principles are;</p> <ul style="list-style-type: none"> • Avoiding risks. • Evaluating the risks which cannot be avoided. • Combating the risks at 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. 		<p>Notes:</p>	
Responses validated?	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/>
Compliance Level			
Broadly Compliant (Score 0)			
Non - Compliant - Minor Deficiency/Risk (Score 3 for all groups)			
Non – compliant – Major Deficiency/Risk (Score 5 for all groups)			

Fire Safety Arrangements

<p><u>Safety Critical</u></p> <p>Is there effective Fire Safety Management?</p>		<p>Article 11 - Fire Safety Arrangements</p> <p><i>“The responsible person shall make ... appropriate arrangements ...for the effective planning, organisation control, monitoring & review of preventive and protective measures”</i></p>	
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • Effective management attitude to fire safety. • Clear company policy. • Effective emergency plan recorded where appropriate • Responsibilities clearly defined. • Effective systems of communication in place to inform employees and other responsible persons in multi-occupied premises. 		<p>Notes:</p>	
Responses validated?	yes <input type="checkbox"/>	no <input type="checkbox"/>	<input type="checkbox"/>
Compliance Level			
Broadly Compliant (Score 0)			
Non - compliant Minor Deficiency/Risk (Score group A= 3, B= 2, C= 1, D= 1)			
Non – compliant Major Deficiency/Risk (Score group A= 5, B= 3, C= 2, D= 2)			

- Group A The majority of sleeping risks where the occupants are unfamiliar with the building.
- Group B Flats where the occupants are familiar with the layout and licensed premises.
- Group C Educational/leisure facilities and shops where the most of the occupants are not familiar with the layout.
- Group D Workplaces where the occupants are familiar with the layout.

Maintenance of Provisions

<p><u>Safety Critical</u></p> <p>Are fire safety provisions being adequately maintained?</p>		<p>Article 17 – Maintenance</p> <p><i>“Where necessary in order to safeguard the safety of relevant persons...the responsible person must ensure that the premises and facilities, equipment & devices provided... are subject to a suitable system of maintenance...in an efficient state...in efficient working order and in good repair”</i></p>		
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • Fire systems and equipment subject to suitable systems of maintenance. • Regular testing by competent person/s. • Evidence of maintenance available. <p>Extract systems subject to suitable systems of maintenance</p>		<p>Notes:</p>		
Responses validated?	yes			no
Compliance Level				
Broadly Compliant (Score 0)				
Non - compliant Minor Deficiency/Risk (Score group A=8, B= 8, C=5, D=4)				
Non – compliant Major Deficiency/Risk (Score group A= 15, B=15, C=10, D=8)				

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- Group D Workplaces where the occupants are familiar with the layout.

Maintenance of Measures Provided for Protection of Fire-Fighters

<p><u>Safety Critical</u></p> <p>Are suitable arrangements in place to ensure that facilities, equipment and devices for use by or the protection of fire fighters under this Order or any other enactment, including any enactment repealed or revoked by this Order, are maintained in an efficient state, in efficient working order and in good repair?</p>	<p>Article (38) – Maintenance of measures provided for protection of fire-fighters</p> <p><i>“Where necessary...to safeguard the safety of fire-fighters in the event of fire, the responsible person must ensure...facilities, equipment and devices provided...use by or protection of fire-fighters...suitable system of maintenance...maintained... working order and in good repair”.</i></p>					
<p>Areas of consideration:</p> <ul style="list-style-type: none"> 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? 	<p>Notes:</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Responses validated?</td> <td style="width: 10%; text-align: center;">yes</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">no</td> <td style="width: 10%;"></td> </tr> </table>	Responses validated?	yes		no		
Responses validated?	yes		no			
Compliance Level						
Not Applicable (Score 0)						
Broadly Compliant (Score 0)						
Non – compliant (Score 3 for all groups)						

Information to Employees

<p>Is adequate provision made to provide information to employees?</p>	<p>Article 19 – Provision of information to employees</p> <p><i>“The responsible person must provide his employees with comprehensible and relevant information”</i></p>					
<p>Areas of consideration:</p> <ul style="list-style-type: none"> 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. <p>* Not applicable where no employees (e.g. HIMO'S)</p>	<p>Notes:</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Responses validated?</td> <td style="width: 10%; text-align: center;">yes</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">no</td> <td style="width: 10%;"></td> </tr> </table>	Responses validated?	yes		no		
Responses validated?	yes		no			
Compliance Level						
*Not Applicable (Score 0)						
Broadly Compliant (Score 0)						
Non – compliant (Score 1 for all groups)						

Information to Employers and Employees

Is adequate information provided to employers and employees from outside undertakings?		<p>Article 20 – Provision of information to employers and the self-employed from outside undertakings</p> <p><i>“The responsible person must ensure that comprehensible and relevant information is provided to employees from outside undertakings and to ensure such employees from outside undertakings are provided with appropriate instructions and comprehensible and relevant information regarding any risks to that person”.</i></p>	
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • 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. 		Notes:	
Responses validated?	yes	<input type="checkbox"/>	no
Compliance Level			
Broadly Compliant (Score 0)			
Non – compliant (Score 1 for all groups)			

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?		<p>Article 22 – Co-operation and co-ordination</p> <p><i>“Where two or more responsible persons share, or have duties in respect of, premises (Whether on a temporary or a permanent basis) each such person must, co-operate, Take all reasonable steps to co-ordinate necessary measures, and provide information.</i></p>	
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • 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 responsible persons with regard to risks. • In case of explosive atmospheres the person with overall responsibility for the premises has responsibility to co-ordinate the implementation of all relevant measures to protect relevant persons. 		Notes:	
Responses validated?	yes	<input type="checkbox"/>	no
Compliance Level			
Not Applicable (Score 0)			
Broadly Compliant (Score 0)			
Non – compliant (Score 2 for all groups)			

Training

<p><u>Safety Critical</u></p> <p>Are employees being effectively trained?</p>		<p>Article 21 – Training</p> <p><i>“The responsible person must ensure that his employees are provided with adequate safety training”</i></p>	
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • 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. • Safe handling of dangerous substances. • Training for the evacuation of disabled people • Training being delivered by competent person. • Evidence of training available. <p>* Not applicable where no employees (e.g HIMO'S)</p>		<p>Notes:</p>	
<p>Responses validated?</p>		<p>yes</p>	<p>no</p>
<p>Compliance Level</p>			
<p>*Not Applicable (Score 0)</p>			
<p>Broadly Compliant (Score 0)</p>			
<p>Non - compliant Minor Deficiency/Risk (Score group A=3, B= 2, C=1, D=1)</p>			
<p>Non – compliant Major Deficiency/Risk (Score group A=6, B=4, C=2, D=2)</p>			

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Dangerous Substances affecting General Fire Precautions

<p><u>Safety Critical</u></p> <p>Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances?</p>	<p>Article 12 – Elimination or reduction of risks from dangerous substances</p> <p><i>“Where a dangerous substance is present ... the responsible person shall ensure that risk related to the ... substance is either eliminated or reduced as far as is reasonably practicable”</i></p>
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • 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. 	<p>Notes:</p>
<p>Compliance Level</p>	
<p>Not Applicable (Score 0)</p>	
<p>Broadly Compliant (Score 0)</p>	
<p>Non - compliant Minor Deficiency/Risk (Score group A=3, B= 3, C=3, D=3)</p>	
<p>Non – compliant Major Deficiency/Risk (Score group A=5, B=5, C=5, D=5)</p>	

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Additional Measures for Dealing with Dangerous Substances Affecting General Fire Precautions

<p>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?</p> <p>Note: Not included as Safety Critical as failure in this article may mean a failure in Article 12</p>	<p>Article 16 – <i>Additional emergency measures in respect of dangerous substances</i></p> <p><i>The responsible person subject to the risk assessment, must ensure that information on emergency arrangements is available, suitable warning and other communication systems are established, escape facilities are provided and maintained, provide information to relevant accident and emergency services and display information at the premises. In the event of an incident occurring take immediate steps and permit only essential persons to the affected area and provide PPE, specialised equipment and plant</i></p>
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • 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 available 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. 	<p>Notes:</p>
Compliance Level	
Not Applicable (Score 0)	
Broadly Compliant (Score 0)	
Non – compliant (Score 1 for all groups)	

Safety Assistance

<p>Are there adequate number of competent persons and arrangements in place to assist the responsible person in undertaking the preventative and protective measures?</p>	<p>Article 18 – Safety assistance</p> <p><i>“The responsible person must...appoint...competent persons to assist him in undertaking preventive and protective measures”</i></p>
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • 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 employers. • Co-operation between responsible persons 	<p>Notes:</p>
Compliance Level	
Not Applicable (Score 0)	
Broadly Compliant (Score 0)	
Non – compliant (Score 1 for all groups)	

Means of Escape

<p><u>Safety Critical</u></p> <p>Is effective means of escape provided and maintained?</p>	<p>Article 14 – Emergency routes and exits</p> <p><i>Where necessary to safeguard the safety of relevant persons in case of fire the responsible person must ensure that routes to emergency exits ... and exits...are kept clear at all times and where required, to be adequately illuminated by emergency lighting.</i></p>
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • Emergency routes and exits. • Safe and quick evacuation. • Number and distribution of emergency routes and exits, for relevant persons. • Direction of door openings. • Refuges where appropriate • Correct use of revolving doors. • Suitable door fastenings. • Signage. • Emergency lighting. 	<p>Notes: Indicate the areas of the premises inspected</p>
Compliance Level	
Broadly Compliant (Score 0)	
Non compliant Minor Deficiency/Risk (Score group A 10, B 10, C 8, D 5)	
Non – compliant Major Deficiency/Risk (Score group A=26, B=26, C=20, D=13)	

General Fire Precautions

<p><u>Safety Critical</u></p> <p>Are employers carrying out their general fire precaution responsibilities?</p>	<p>Article 8 - General Fire Precautions (see Article 4 meaning of general fire precautions)</p> <p><i>The responsible person must – Take such general precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees or relevant persons</i></p>
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • Measures to reduce the risk of fire and fire spread (Prevention and Compartmentation issues) • Measures for securing that at all material times the means of escape can be safely and effectively used (not covered by Article 14). • Portable appliance testing (PAT) • Fire Loading • Arson measures 	<p>Notes:</p>
Compliance Level	
Broadly Compliant (Score 0)	
Non compliant Minor Deficiency/Risk (Score group A=7, B=7, C=4, D=3)	
Non-compliant Major Deficiency/Risk (Score group A=13, B=13, C=8, D=5)	

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Fire Warning Arrangements

<p><u>Safety Critical</u></p> <p>Are effective fire warning arrangements provided?</p>		<p>Article 13 –fire warning</p> <p><i>“Where necessary...the responsible person must ensure that the premises are equipped with appropriate fire detection equipment,”.</i></p>
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • Appropriate system for the risk. • Audibility levels. • Appropriate levels of detection. • Management of unwanted fire alarm signals. • Commissioning / Installation certificates available. 		<p>Notes:</p>
Compliance Level		
Broadly Compliant (Score 0)		
Non compliant Minor Deficiency/Risk (Score group A=10, B=5, C=5, D=5)		
Non – compliant Major Deficiency/Risk (Score group A=26, B=13, C=13, D=13)		

Fire Fighting Equipment

<p>Are effective fire fighting equipment arrangements provided?</p>		<p>Article 13 –fire fighting equipment</p> <p><i>“Where necessary...the responsible person must ensure that the premises are equipped with appropriatefire-fighting equipment”.</i></p>
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • 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 regarding fire-fighting, rescue work, first-aid and emergency medical care. 		<p>Notes:</p>
Compliance Level		
Broadly Compliant (Score 0)		
Non – compliant (Score 1 for all groups)		

Evacuation

<p>Safety Critical</p> <p>Are there adequate procedures, including safety drills, in case of serious and imminent danger?</p>		<p>Article 15 – Procedures for serious and imminent danger and for danger areas <i>“The responsible person must establish & where necessary give effect to ...procedures...to be followed in the event of serious & imminent danger to relevant persons, nominate...competent persons to implement procedures, inform & instruct relevant persons concerned”</i></p>	
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • Appropriate procedures in place for evacuation in case of fire. • Safety drills. • Sufficient number of competent persons to manage evacuation e.g. Fire marshals and wardens appointed where appropriate • Have persons with a disability been taken into account? • Prevention procedures to restrict exposure of relevant persons to risk, unless trained. • Information and signage 		<p>Notes:</p>	
Responses Validated	Yes	No	
Compliance Level			
Broadly Compliant (Score 0)			
Non – compliant (Score group A=5, B=3, C=2, D=2)			

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Fire-Fighters Switches for Luminous Discharge Tubes

<p>Has suitable notice been given to the fire authority regarding the installation of fire-fighters switches?</p> <p>“Prescribed voltage” means: 1000v AC or 1500v DC between two conductors. 600 v AC or 900 v DC between conductor and earth</p>	<p>Article 37 – <i>Fire-fighters’ switches for luminous tube signs etc</i></p> <p><i>“This article applies to apparatus” “designed to work at a voltage exceeding the prescribed voltage” “The cut off switch must be” “placed, coloured or marked as to satisfy” “the fire authority” The responsible person must give suitable notice to the fire authority showing where the cut off switch is to be sited, coloured or marked”</i></p> <p><u>Note</u> <i>This article does not apply to licensed premises authorised for the exhibition of a film</i></p>
	<p>Notes:</p>
<p>Compliance Level</p>	
<p>Broadly Compliant (Score 0)</p>	
<p>Non – compliant (Score 1 for all groups)</p>	

General Duties of Employees at Work

<p>Are employees carrying out their general duties while at work?</p>	<p>Article 23 – General duties of employees at work</p> <p><i>Every employee must, while at work take reasonable care for the safety of himself and others, co-operate with their employer, inform their employer or any other employee with specific responsibility for the safety of his fellow employees of any hazard</i></p>
<p>Areas of consideration:</p> <ul style="list-style-type: none"> • Reasonable care being taken by employees to prevent harm to others who may be affected 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? 	<p>Notes:</p>
<p>Compliance Level</p>	
<p>Not Applicable (Score 0)</p>	
<p>Broadly Compliant (Score 0)</p>	
<p>Non – compliant (Score 1 for all groups)</p>	

Action - Add all the points from the above section enter below and use this in the 'Overall audit result' section overleaf to assess the overall level of compliance and initial enforcement expectation

<p>Total Score of previous sections</p>	
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The following Articles **do not attract a score** and are for information only (primarily to inform Government IRMP Returns) however these issues should be considered when applying the Enforcement Management Model

Has the Responsible Person prevented an inspector from exercising their powers under this Article where a prosecution has <u>not</u> been taken		Article 27 – Powers of inspectors
		Notes:
Yes	No	

Has the Responsible Person failed to comply with any alterations notice served on the premises where a prosecution has <u>not</u> been taken			Article 29 – Current alterations notices
			Notes:
Yes	No	Not applicable	

Has the Responsible Person failed to comply with any enforcement notice served on the premises where a prosecution has <u>not</u> been taken			Article 30 – Current enforcement notices
			Notes:
Yes	No	Not applicable	

Has the Responsible Person failed to comply with any prohibition notice served on the premises where a prosecution has <u>not</u> been taken			Article 31 – Current prohibition notices
			Notes:
Yes	No	Not applicable	

Has the Responsible Person failed to comply with any other Article, <u>not</u> mentioned elsewhere on this form, where a prosecution has not been taken			Article 32 – Offences
			Notes: Please give details of which Article and details.
Yes	No	Not applicable	

Article 24 Secretary of State’s Power to make additional regulations about fire precautions			Article 24 – Power to make Regulations
			Notes: Please give details
Yes	No	Not applicable	

OUTCOME OF AUDIT

Initial Enforcement Expectation (IEE)

Tick relevant box and take score forward to part C of form.

Compliance Level 1	Compliance Level 2	Compliance Level 3	Compliance Level 4	Compliance Level 5
Score of 0-25	Score of 26-35	Score of 36-45	Score of 46-55	Score of 56 plus
Broadly Compliant Inform & educate	Notification of <u>Minor</u> Deficiencies	Notification of Deficiencies	Enforcement Notice	Enforcement Notice 'Fast track'

Notes

1. Action Plan is not an Initial Enforcement Expectation, this maybe an outcome of applying the Enforcement Management Model Responsible Person Factors (See tables 5,6 & 7)
2. The outcome of "Prohibition" has now been excluded and should be dealt with separately in accordance with current Service Policy

Application of the Enforcement Management Model (EMM)

In all cases except compliance level 1 apply the Responsible Person Factors to the Initial Enforcement Expectation (See tables 5,6 & 7) of the Enforcement Management Model in order to confirm the enforcement activity, if the outcome is compliance level 4 or 5 then the "Strategic Factors" should also be applied.

<u>Confirmed enforcement activity after application of EMM principles</u>				
Broadly Compliant Inform & educate	Notification of Deficiencies	Agreed action plan	Enforcement Notice	Enforcement Notice 'Fast track' and
	Letter of non-compliance			<u>*Consider prosecution</u>

*Note: Ensure EMM Strategic factors applied/considered

If any variation from the outcome of the Enforcement Management Model process is considered by the inspecting officer this should be agreed with their line manager, if justified and agreed, the reasons for this should be recorded in box below.

Signature of Inspector:	Date:
Signature of Fire Safety Manager: <i>(Following Management Review where necessary)</i>	Date: