

Fire Safety Audit Procedure

Standard Operating Procedure No. TFS - 009

Document Overview: -

The purpose of this document is to provide procedures and information that will support effective fire safety auditing; the gathering of information to inform the Integrated Risk Management Plan (IRMP); and the development of a risk based inspection program.

FSA will be carried out in accordance with this document. The aim of a FSA is to:

- Fulfil our statutory enforcement duty
- Gather information to populate the Fire Service Emergency Cover (FSEC) database
- Gather information to enable us to fully implement a risk based inspection programme

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Issue Date:	July 2007
Policy/Review Date:	July 2008
Policy/Revision Date:	June 2007
Version	2.0

This document has been Equality Impact Assessed in accordance with Wiltshire FRS procedure. To view the assessment [click here](#).

1.0 Introduction

- 1.1 Fire Safety Audits (FSA) will enable Wiltshire Fire & Rescue Service (Wiltshire FRS) to meet its statutory obligations and provide a consistent approach to fire safety enforcement, whilst contributing to the development of an effective and efficient response to incidents.

2.0 Fire Safety Audit – Purpose

- 2.1 The procedural guidance within this document is taken from CFOA Draft Fire Safety Policy Directive Regulatory Reform (Fire Safety) Order 2005 Audit Procedures. This is a Regional endorsed document.
- 2.2 The Regulatory Reform (Fire Safety) Order 2005 (“The Order”) introduced in 2006 replaces the two major pieces of fire safety legislation; the Fire Precautions Act 1971 and the Fire Precautions (Premises) Regulations 1997 as amended. The Order also consolidates the fire safety provisions of other legislation under one simplified set of goal based requirements.
- 2.3 The Order builds on the 1997 Regulations in that it applies not only to persons at work but to all persons lawfully on the premises and those not on the premises but in its vicinity who may be affected by a fire on the premises. As with the 1997 Regulations, risk assessment is used as the basis for compliance and the responsible person, in the circumstances defined by the Order, is held liable in the case of any breach.
- 2.4 The Order applies to all premises except those listed in Part 1 Article 6(1) (a)-(g) 6(2). Therefore the following premises are not subject to FSA:
- Single private domestic premises.
 - Offshore installation
 - Ships
 - Agricultural fields, woods or other land
 - An aircraft, locomotive or rolling stock
 - Mines
 - Boreholes
- 2.5 Wiltshire & Swindon Fire Authority has the responsibility for the enforcement of The Order in premises not classified as being exempt. The enforcement activity carried out by Wiltshire & Swindon Fire Authority will be inline with the CFOA Enforcement Management model ([External Link](#)) and the Enforcement Concordat ([Link](#)).

3.0 The Process

- 3.1 The process of FSA is designed to allow the Community Safety Inspector (CSI) to determine if the general fire precautions as laid out in The Order are in practice and whether they have reduced the risk of fire as far as reasonably practicable. It is the system, process or procedures covered by the general fire precautions that are subject to audit and not the people in or around the premises. For example, the audit of staff training procedures will look at the sequence of events detailed in

writing, being performed in reality. If the procedure states that 'all staff will receive comprehensive fire safety training on a quarterly basis', the CSI will expect to see evidence that this is true. The efficiency with which the task is completed may be of relevance but is not what the CSI is looking for. Only if the task is not carried out will the justification behind the decision be examined.

- 3.2 The CSI will start by looking at a system and frequency of review, to ensure it is in place. Following this each aspect of the system will then be checked, including the review process.

The important factors to be considered are:

- Establish that a system exists (policy or procedure)
- Check each element (hazard identification, risk assessment, control measures, review)
- Only check samples (select particular components of each element)
- Check by observation and communication (look and listen for evidence, talk to persons)
- Identify deficiencies (in the areas selected for audit)
- Address deficiencies

To assist CSI to complete a fire safety audit, a form is provided (Fire Safety Audit/Data Gathering Form). The form will be used on every occasion a FSA is carried out to ensure a consistent approach and provide a contemporaneous record for future reference.

- 3.3 The form consists of three parts:

Part A Site Assessment: gathers information for FSEC, IRMP purposes and adds data to calculate the relative risk value. This section is Mandatory.

Part B Fire Safety Audit: is split into 18 sections and is used to calculate the compliance level.

- Articles 9, 10, 11,12, 14, 15,16, 17, 18, 21 and 29 are mandatory
- Sections 13, 19, 20, 22, 23, 37, 38, are non mandatory

In order to collect maximum information, as many sections should be completed as possible.

Part C Calculation of Relative Risk Level: gathers information and adds data to calculate the relative risk level.

4.0 Determining the Level of Risk

- 4.1 A risk based audit programme forms part of the Wiltshire FRS integrated approach to risk management by prioritising the auditing of non-exempt premises. The risk will be determined through FSA and input into Communities Fire Risk Management Information System (CFRMIS). CFRMIS will assess the risk to:

- Loss of Property / Business
- Loss of heritage
- Loss to the community
- Environmental damage
- Fire fighting operations

4.2 A premises risk can also be affected by:

- Previous history of Wiltshire FRS visits
- Routine information gathering visits under section 7(2)(d) of Fire and Rescue Services Act 2004
- Fires and false alarms at the premises
- Local trends or socio-economic factors
- Information provided by agencies i.e. HSE, Local Authorities, and Environment Agency etc.

5.0 Conducting the Fire Safety Audit

Prior to the Audit

- 5.1 Time must be taken to prepare for the audit. If the premises are known, then research of the file should be undertaken. Particular attention must be given to all factors that will affect the overall risk rating of the premises, these will include not only life risks but also those to facilitate IRMP, compliance with parts B1 – B5 of the current Building Regulations, fire-fighter safety and the effect of any fire in the premises on the environment.
- 5.2 The occupier should be contacted by telephone and an appointment made giving, where possible, 4 weeks notice. The occupier will be referred to the relevant guidance document and informed of the nature and duration of the audit in addition to the documentation that the CSI will require to examine. The appointment will be confirmed in writing by use of standard letter G1.RR1. A note of the telephone number of the contact is to be made.
- NB:** - Where an appointment cannot be kept, for whatever reason, the occupier must be informed by a CSI or support staff.
- 5.3 In circumstances where an occupier refuses a CSI entry or becomes abusive or aggressive, Inspectors will confirm their powers under the relevant legislation. Where the occupier continues to be obstructive, the audit will be terminated and the occupier informed that if the obstruction continues they could face prosecution. A contemporaneous note is to be made of all events and actions and placed on the premises file.

6.0 Legal Matters which impinge on the Fire Safety Audit.

Code B, Notice

- 6.1 A Code B Notice is only to be used when there is reason to suspect that an offence has occurred. Therefore it is not needed for every routine audit produced by CFRMIS. However if the audit is as a result of a complaint or information regarding an offence, then there may be reasonable grounds to suspect that an offence has occurred. Then **before** you can inspect the premises a Code B Notice must be started and given to the Responsible Person. For full explanation and information of Code B see- [\(Link\)](#)
- 6.2 Due consideration must be given to the likelihood of needing to act under articles 27(1)(e) and 27(1)(f) of the Order and the following procedure before and during the audit. The procedure for Code B Notices is dependent on the circumstances of the audit. Code B Notice is a code of practice for the seizure of articles and a notice of the rights of the defendant, when defending themselves against a criminal. A Code B notice can be served at anytime but they are strongly recommended for offences of such a nature that the audit outcome would be an Enforcement Notice, Prohibition Notice or prosecution.
- 6.3 If the CSI requires to use their powers under Articles 27(1)(e) and 27(1)(f) then a Designated Manager (DM) should be contacted. The DM should be informed of the reasons to suspect an offence has occurred the rational behind why Articles 27(1)(e) and 27(1)(f) should be used.
- 6.4 If it is decided that a Code B Notice is suitable, before any further action is taken a Visual Aids Technician (VAT) should be requested. When the VAT is requested it should be made known that it related to a seizure of fire safety items. As the articles or substances may be used as evidence, they should be treated as such. The VAT will be competent at collecting the evidence and ensuring that it is stored correctly. Photographic records may also be advantageous at this time.
- 6.5 The Code B Notice can be used in conjunction with a caution or exclusively. However the CSI should be aware that any questions regarding the offence will not be admissible in court or used as evidence. If the person present during the audit is not the Responsible Person then the Responsible Person should be sought. However a Code B Notice can be served on anyone with control of the equipment or material under scrutiny.

Cautioning

- 6.6 If the audit is being undertaken as a result of a complaint there may be reasonable grounds to suspect that an offence has occurred. If you are present with the Responsible Person or a person designated under Article 3 of The Order and there may be a necessity to caution the defendant under PACE.
- 6.7 A caution is given if *'there are some reasonable, objective grounds for the suspicion, based on known facts or information which are relevant to the likelihood the offence has been committed and the person to be questioned committed it.'*

- 6.8 It is strongly advised that a caution is not given during an audit. A caution has specific legal considerations and process; these are unlikely to be adhered to on an adhoc basis during a FSA.
- 6.9 A person whom there are grounds to suspect of an offence, must be cautioned before any questions about an offence, or further questions if the answers provide the grounds for suspicion, are put to them if either the suspect's answers or silence, (i.e. failure or refusal to answer or answer satisfactorily) may be given in evidence to a court in a prosecution. This situation is very much dependent on the CSI judgement. If the inspector suspects based on the evidence presented that the case may result in an Enforcement Notice, Prohibition Notice or Prosecution then the use of the caution may be suitable. If so the audit procedure and CSI conduct should reflect the fact. If the CSI decides that a caution is not needed no questions regarding a suspected offence can be directed to the Responsible Person or a person designated under Article 3. The Responsible Person or designated person may offer information, but the CSI can not ask questions or discuss the matter further.
- 6.10 If it appears a person does not understand the caution, the CSI should explain it in their own words. Minor deviations from the words of any caution given in accordance with this PACE do not constitute a breach, provided the sense of the relevant caution is preserved.

Pocket Notebooks

- 6.11 CSI should make contemporaneous notes of all significant matters in their pocket notebooks during any audit or visit where they suspect an offence has been committed which may result in some form of enforcement action or prosecution.
- 6.12 Each audit will present its own circumstances, however to ensure that the statement can be referred to in court to refresh memory, the contemporaneous notes must be made at the time for audit or as soon as practicable after it.
- 6.13 The procedures for completion of entries in notebooks can be found in Permanent Reference - Use of Pocket Notebooks ([Link](#)).

Right of Entry

- 6.14 Should the person refuse entry to the premises, it should be explained including that it is an offence to refuse entry. Details of the right of entry can be found within the authorised warrant card. The Order does not provide powers for forcible entry or search and seizure.
- 6.15 If the person still refuses entry or becomes abusive or violent, the CSI should withdraw and contact the duty manager via Control for advice. Consideration should be given to summoning the police to accompany the CSI. Any obstruction should be noted in the CSI's notebook.

7.0 Areas for consideration during the Fire Safety Audit.

The following areas need to be addressed. These areas are either direct aspects of the Audit form or concepts that need to be demonstrated throughout the audit.

- That the Responsible Person(s) has been established
- That a Competent Person(s) has been established (if necessary)
- That the Responsible Person is demonstrating “Due Diligence”
- That the Responsible Person has undertaken the general fire provisions as far as reasonably practicable

Responsible Person

7.1 The process of enforcement can only be taken forward by dealing with the Responsible Person and in this respect “responsible person” means;

(a) in relation to a premises the employer, if the premises is to any extent under his/her control;

(b) in relation to any premises other than a premise

(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by that person of a trade, business or other undertaking (for profit or not);

or

(ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

7.2 CSI will need to use their powers to identify the responsible person(s) in respect of premises. In premises constituting a workplace, this would normally be the employer, but enquiries about responsibility can be made of the following:

- (a) The employer
- (b) The general manager
- (c) The health and safety manager
- (d) A nominated agent of the employer or other person having control
- (e) The owner in respect of matters outside the employer’s control

Note: Those individuals at (b), (c) and (d) should only be dealt with in the absence of the employer, and where responsibility for fire safety forms part of their contractual duties. The owner in (e) can be dealt with once it is established that certain parts of the premises (generally common parts) are outside the employer’s control.

- 7.3 In the case of premises in multiple occupation, the employer is under an obligation to comply with the Order, in so far as his/her control extends. Where a person other than the employer exercises control (such as in the common parts of multi-occupied premises) legal responsibility rests on such persons. The CSIs must use their powers under the Order to ascertain control, and therefore an obligation to comply with the Order. In some cases an informal approach to the employer may prove to be the most appropriate. However, where there is no transparency, investigation may require the examination of documents, such as leases and contracts under the powers in Article 27. An Article 27 Requisition can be used to require the necessary details to confirm the Responsible Person. [\(Link\)](#).

Competent Person

- 7.4 The Responsible Person must (where necessary) nominate competent persons to implement fire safety measures and to ensure that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned. The Responsible Person may be the competent person, but this arrangement must take into account the factors mentioned above.
- 7.5 The definition of competent person is that a person has had sufficient training and experience or knowledge and other qualities to enable him properly to implement the measures referred to in that paragraph.

Due Diligence.

- 7.6 The Order is a self compliance piece of legislation and the risk of the premises is owned by the Responsible Person. During the audit the Responsible Person must demonstrate “due diligence”. This can be done through demonstrating that the Responsible Person took all reasonable precautions to avoid the committing an offence. In addition to due diligence it is for the Responsible Person’s to prove that it was not reasonably practicable to do more than done to satisfy the duty or requirement.

General Fire Provisions

- 7.7 It is the Responsible Person’s duty to ensure the following provisions are compliant.
- (a) The measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premise;
 - (b) The measures in relation to the means of escape from the premises;
 - (c) The measures for securing that, at all material times, the means of escape can be safely and effectively used;
 - (d) The measures in relation to the means for fighting fires on the premises;
 - (e) The measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
 - (f) The measures in relation to the arrangements for action to be taken in the event of fire on the premises, including

8.0 Risk Assessment

- 8.1 After the initial explanation of the audit process an account of the possible outcomes and any initial questions are answered the FSA should commence with an examination of the fire safety risk assessment. The CSI must use professional judgement to form an initial view regarding the safety case presented and decide to what extent these matters will require verification. In the absence of a written fire risk assessment, the CSI must establish what, if any, control measures are in place. This will form the starting point for the audit.
- 8.2 This process will enable the CSI to gauge the extent of the Responsible Person's understanding of their duties under The Order and provide the evidence for the correct enforcement action.

9.0 Documentation

- 9.1 A range of documentation will support any effective management system. The CSI will examine available documents to obtain evidence that effective systems are in place.
- 9.2 In addition to the written risk assessment this evidence could include the emergency plan, service records, and staff training records, fire drill records and the company policies and procedures relating to fire.
- 9.3 The inspection of documents need not be exhaustive; the CSI should record those documents seen, including the date of each document. The aim is to establish the current position, raise management awareness and assist in forming a view about how detailed the physical inspection of the premises will need to be.

10.0 Verification of Standards

- 10.1 Verification is completed by a physical inspection of some or all of the premises to check compliance with the regulations. The extent of the verification will depend upon a number of factors but must always include the risk critical constituent and may include a sample constituent.

11.0 Risk Critical Constituent

- 11.1 The FSA will include a physical inspection of at least one of the following parts of the building.
- Common parts and fire safety systems of multi-occupied premises
 - Final exits
 - Protected routes / external staircases
 - External routes
 - Areas licensed for public entertainment

Where major deficiencies are found in the sampled risk critical elements, a full inspection of all risk critical elements is to be made.

12.0 Sample Constituent

- 12.1 The selection of the sample constituent will follow when the risk critical constituent has taken place. By this stage the CSI will have enough information to form a comprehensive view regarding the standard of the premises and must now exercise professional judgement to decide the extent of the additional sample constituent to be inspected. When making this decision Inspectors should include the areas that appear to present the greatest risk. In a single occupied building no further verification may be necessary.
- 12.2 When considering the sample to be inspected, CSI should take into account any relevant history on the premises file. Particular account should be taken of records that indicate a higher level of risk in a certain area of the premises.
- 12.3 Where areas of high fire risk are noted during the risk critical constituent the CSI may wish to include these in the sample constituent, e.g. industrial kitchen, spray booth, highly flammable store, vulnerable occupants etc.
- 12.4 In multi-storey single occupied premises, where the risk profile is uniform, the recommended approach is to randomly sample enough floors to satisfy the professional judgement of the CSI.
- 12.5 In multi-occupied buildings a different approach is required. The premises, not the building is the significant area under The Order. Multi-occupied buildings will contain a number of individual premises, and as such will require an audit in their own right.
- 12.6 If in the professional judgement of the CSI, there remain areas of concern following the sampling and verification process, a full top to bottom inspection should be carried out.

13.0 Educating and Informing

- 13.1 Educating and informing Responsible Persons and others about their duties under The Order is a fundamental part of the enforcement regime of Wiltshire FRS. However, if the Responsible Person does not provide demonstrable evidence to suggest that any advice and information will be used to reduce the risk or if the risk is sufficiently high, then enforcement action at the appropriate level will be necessary.
- 13.2 The Order places a duty on the Responsible Person for general fire precautions in relation to their risks. It is important that the Responsible Person understands that responsibility and the consequences of failing to reach an appropriate standard.

14.0 Completing the Fire Safety Audit Form

- 14.1 The form is for the FSA and for the collection of premises information for inputting into the FSEC database.
- 14.2 When carrying out a FSA, CSI will complete all parts of the form, where applicable.

The FSA and data gathering process fulfils the following functions:

- To produce a relative risk rating
- To identify the level of compliance the Responsible Person and thus the level of enforcement where appropriate
- To determine, based on the relative risk rating the level of inspection
- To gather data to populate the FSEC database

- 14.3 It should be noted that whilst the information gathered as part of the FSEC process will affect the overall risk profile of a given premises, it will have no effect on the compliance level and thus the level of enforcement applied.
- 14.4 An area on the form is provided for the CSI to make comments. These may be details of positive practices found; any specific areas visited; and deficiencies identified during the audit. Items identified in this section will be used also for inclusion in a report or discussion with the responsible person on completion of the audit.
- 14.5 The CSI must exercise professional judgement to decide the level of compliance in any given section during the audit, based on certain areas for consideration. The list of areas of considerations for each section is not exhaustive, and is intended as an aid for the CSI when considering the compliance level.
- 14.6 Correct and accurate completion of the form will enable the CSI to better assess the risk rating for the premises and decide the level of enforcement applicable (if any) when the audit is complete. In general, any non-compliance will be addressed through the appropriate enforcement action.
- 14.7 CSI will adopt their own style when conducting an audit. However the form and its methodology shall be used on every occasion a FSA is carried out to ensure a consistent approach across the service. As a CSI, it is better to think of yourself as someone who can help the responsible person, rather than someone who is looking for faults.

15.0 Form Completion Guidance

Part A - Site Assessment

- 15.1 Information from this section will provide the necessary details when populating the FSEC database. In a multi-occupied building, this part will be completed for each occupier. The sections surrounded by a bold border are compulsory. Table 10 provide further explanation for sections which need clarification.

Part B - Fire Safety Management

- 15.2 This section will determine the level of compliance with the legislation.
- a) Articles 9, 10, 11, 12, 14, 15, 16, 17, 18, 21 and 29 are mandatory. If the Article is not applicable, i.e. if dangerous substances are not present within the

premises then a zero score can be given. When calculating the final score, do not count this section.

- b) Sections 13, 19, 20, 22, 23, 37, 38, are non mandatory, however as many sections should be completed as possible. As above, sections that are not applicable should receive a zero score and not be counted when calculating.
- c) For each part used, a score must be given. 1 = Compliant, 3 = Partially Compliant and 5 = Not Compliant. Tick the relevant box.
- d) After Article 38, add up the points and divide by the number of sections used. This will give the Compliance Level.
- e) Place the resulting score into the compliance level Score box and tick the corresponding box in the Initial Enforcement Expectation (IEE) section. Table 4 provides guidance for this.
- f) Apply the principals of the EMM Responsible Person & Strategic Factors as set out below using tables 5 to10 as applicable.
- g) Record the confirmed enforcement activity by ticking the relevant box.

- 15.3 Use of the Enforcement Management Model (EMM). The use of the EMM will allow CSI to make consistent and fair enforcement decisions based on clear auditable guidelines, which will be seen to be robust if challenged.
- 15.4 Once an IEE has been reached, it will be necessary to apply two tests to arrive at a final decision. The tests will involve a series of questions relating in the first instance to the responsible person that will allow the enforcement decision to be verified or modified. That enforcement decision will then be set against a number of strategic factors to either confirm the decision or establish the need for a management review.
- 15.5 Responsible person factors are, on the whole, specific to the responsible person and their activities and usually confirm the IEE or alter the enforcement level up or down by one level, e.g. from a prohibition notice to prosecution, or from an enforcement notice to notification of fire safety deficiencies.
- 15.6 The initial enforcement expectation will determine which flow chart to use. The elements in each flowchart vary because different enforcement expectations have different factors influencing them. Tables 6, 7 and 8 should be used according to the initial enforcement expectation. Responsible Person Factors (Table 5) lists a series of factors that expand on the statements within the flow chart.
- 15.7 There are ranges of strategic factors (see Note 9) that may impact on the final enforcement decision. CSI have to ensure that public interest and vulnerable groups (e.g. children, patients, and the elderly) are considered, and that the broader social-political impact of the enforcement action is taken into account. Strategic factors qualify the decision they do not determine it. There are competing demands on the finite resources of the Fire Authority, and a balance has to be achieved based upon risk, potential outcomes and public expectations.
- 15.8 When considering public interest, CSI and CSGM will have to satisfy themselves that the proposed action will produce a net benefit to the wider community in terms of reducing risk, and in the costs of pursuing a particular course of action. Public interest is a difficult issue to assess. CSI and CSGM must ask themselves: What

would a reasonable person expect from the Fire Authority in the circumstances? A further test is whether the particular decision could be justified if challenged in law.

- 15.9 Certain issues may have a significant bearing on public expectation, for example fatal fires involving vulnerable groups such as children, the elderly or customers with special access needs. While public expectation must be carefully considered, it should not determine the action taken. The public will not have all the facts in any particular case, or the training, experience or organisational support that the Inspector can draw upon when making decisions. There is no ranking of importance implied in the progression through the factors. However, the final question must be: Does the proposed action meet the principles and expectations of the Fire Authority?

Part C – Calculation of relative risk

- 15.10 This section will add data and score towards the relative risk level. Some of this score will be automatically calculated from part A of the form.
- 15.11 Tick the boxes in the right hand column to describe the level of issues. No further calculation will be necessary. This will be automatically calculated when the form is inputted to the CFRMIS system.

16.0 After the Audit

16.1 Administration

In accordance with the Enforcement Concordat, a letter or notice indicating compliance or otherwise will be sent to the responsible person after the visit. The correspondence should also be copied to relevant agencies and in the case of larger companies to the corporate body i.e. the Company Secretary.

G1.RR1 - Audit Appointment (Confirmation)

G1.RR2 - Satisfactory Audit

G1.RR3 - Notifications of Deficiencies

G1.RR4 - Enforcement Notice

G1.RR5 - Enforcement Notice (Withdrawal)

G1.RR6 - Enforcement Notice (Time extension granted)

G1.RR7 - Enforcement Notice (Time extension. not granted)

16.2 Process

- Send the appropriate standard letter/notice
- If an Enforcement Notice is sent the date for re-inspection is required
- Forward to Admin for CFRMIS input with job sheet

- On completion of the Fire Safety Audit the form shall be kept within the [FiSh system for the prescribed time period.](#)

Table 1: RELATIVE RISK LEVEL MATRIX

Premises Use Group	Hospital	Care Home	HMO Tenement	Purpose Built Flats =>4 Storeys	Hostel	Hotel	House Converted to Flat	Other Sleeping Accommodation	Further Education	Public Building	Licensed Premises	School	Shop	Other Premises Open to Public	Factory or Warehouse	Office	Other premises
FSEC Group	A	B	C	D	E	F	G	H	J	K	L	M	N	P	R	S	T
Relative Life Risk Score																	
8																	
7.75																	
7.5																	
7.25																	
7																	
6.75																	
6.5	VH																
6.25	H		VH	VH			VH										
6	H	VH	H	H			H										
5.75	M	H	H	H	VH		H							VH			
5.5	M	H	H	H	H	VH	H	VH						H			
5.25	M	M	M	M	H	H	M	H						H			
5	L	M	M	M	H	H	M	H	VH	VH	VH	VH		H	VH		
4.75	L	M	M	M	M	M	M	M	H	H	H	H		M	H		
4.5	VL	L	M	L	M	M	L	M	H	H	H	H		M	H	VH	VH
4.25		L	L	L	M	M	L	M	H	H	M	M		L	H	H	H
4		L	L	L	L	M	VL	L	M	M	M	M		L	M	H	H
3.75		VL	VL	VL	L	L		L	M	M	M	M		L	M	M	M
3.5					VL	L		VL	M	M	L	L		VL	M	M	M
3.25						VL			L	L	L	L			L	M	M
3									L	L	L	L			L	L	M
2.75									VL	VL	VL	VL			VL	L	L
2.5																L	L
2.25																VL	VL
2																	VL

Table 2: FLOOR AREA SIZES BY OCCUPANCY TYPE

FSEC Group	M ²						
	Extremely Small	Very Small	Small	Medium	Large	Very Large	Extremely Large
	-5	-4	-2	0	2	4	5
Hospitals	< 500	500 to 650	651 to 2000	2001 to 10000	10001 to 50000	50001 to 100000	> 100000
Care Homes	< 200	200 to 350	351 to 640	641 to 1500	1501 to 2500	2501 to 4500	> 4500
Houses in Multiple Occupation	< 30	30 to 80	81 to 300	301 to 700	701 to 2300	2301 to 20000	> 20000
Purpose Built Flats	< 1400	1400 to 3000	3001 to 5000	5001 to 8300	8301 to 10300	10301 to 12600	> 12600
Hostels	< 123	123 to 220	221 to 350	351 to 750	751 to 1900	1901 to 4000	> 4000
Hotels	< 201	201 to 350	351 to 650	651 to 1300	1301 to 3600	3601 to 9500	> 9500
Houses Converted to Flats	< 251	251 to 300	301 to 400	401 to 500	501 to 600	601 to 1000	> 1000
Other Sleeping Accommodation	< 51	51 to 90	91 to 140	141 to 360	361 to 1500	1501 to 4200	> 4200
Further Education	< 331	331 to 560	561 to 2000	2001 to 6000	6001 to 15000	15001 to 32000	> 32000
Public Buildings	< 101	101 to 200	201 to 350	351 to 950	951 to 2700	2701 to 7500	> 7500
Licensed Premises	< 151	151 to 250	251 to 400	401 to 700	701 to 1200	1201 to 2300	> 2300
Schools	< 201	201 to 400	401 to 1000	1001 to 2500	2501 to 6000	6001 to 13000	> 13000
Shops	< 61	61 to 130	131 to 200	201 to 500	501 to 1400	1401 to 6000	> 6000
Other Premises Open to the Public	< 101	101 to 175	176 to 300	301 to 1000	1001 to 3300	3301 to 8000	> 8000
Factories and Warehouses	< 101	101 to 260	261 to 715	716 to 2400	2401 to 7000	7001 to 15000	> 15000
Offices	< 100	100 to 200	201 to 400	401 to 1000	1001 to 2700	2701 to 9400	> 9400
Other Premises	< 51	51 to 100	101 to 300	301 to 600	601 to 700	701 to 800	> 800

Table 3: VALUATION OFFICER CODES

PRIMARY DESCRIPTION	VO Code
Residential (Dwellings)	
Single Private Dwelling	R1
Self-Catering Holiday Unit	CH1
Flats Or Maisonettes Up To 3 Floors Purpose Built	R2
Flats Or Maisonettes 4 Floors And Over Purpose Built	R3
Time Share Complex	CC7
Houses Converted To Flats Up To 2 Floors	R4
Houses Converted To Flats 3 Floors And Over	R5
Hostel	MR
HMO (Purpose Built Flat lets)	R6
HMO (Converted to Flat lets)	R7
HMO (Other)	R8
Camping Site	CC
Caravan Park	CC1
Chalet Park	CC5
Caravan And Chalet Park	CC6
Gypsy Caravan Site	CC8
Residential (Institutional)	
Hospital	MH2
Hospital (Private)	MH3
(Care) Home For Older People (Over 65)	MR1
(Care) Home For Adult Placements	MR2
(Care) Home For Adults Aged 18-65	MR3
Adult Placement Schemes	MR4
Domiciliary Care	MR5
Children's Homes	MR6
Adoption Homes	MR7
Residential Family Centres	MR8
Foster Homes	MR9
Boarding Schools	MR10
Halls of Residence	MR11
Accommodation For Students Under 18 By Further Education Colleges	MR12
Childminders (Nursery and Sleeping)	MR13
Police Station (With Cells)	MP
Prison (With Cells)	MP2
Hotel	CH
Guest House (Up to 6 Guests)	CH2
Motel	CH3
Holiday Centre/Hotel (FPA Cert)	CC2
Holiday Centre/Licensed (FPA Cert)	CC2
Holiday Centre/Other Sleeping Accommodation (FPA Cert)	CC2
Fire Station (With Sleeping Accom)	MS1
Ambulance Station (With Sleeping Accom)	MS2
Royal Palaces, Other Crown With Sleeping Accommodation	TX
Offices	
Office (FPA Cert)	CO
Office (Non Cert)	CO
Computer Centre (FPA Cert)	CO1
Computer Centre (Non Cert)	CO1
Offices (Local Govt)/Open to the Public (FPA Cert)	ML
Offices (Local Govt)/Open to The Public (Non Cert)	ML
Offices (Local Govt)/Not Open to the Public (FPA Cert)	ML1
Offices (Local Govt)/Not Open to the Public (Non Cert)	ML1
Forces Careers Office (FPA Cert)	TD1
Forces Careers Office (Non Cert)	TD1
Police Station (No Cells) (FPA Cert)	MP
Police Station (No Cells) (Non Cert)	MP
Bank (FPA Cert)	CS1
Bank (Non Cert)	CS1

Shops And Commercial	
Shop Not Listed Below (FPA Cert)	CS
Shop Not Listed Below (Non Cert)	CS
Shop Not Listed Below (Other)	CS
Petrol Filling Station	CG
Car Showroom (FPA Cert)	CG3
Car Showroom (Non Cert)	CG3
Market (Indoor) (FPA Cert)	CM1
Market (Indoor) (Non Cert)	CM1
Licensed – Restaurant (FPA Cert)	CR
Licensed – Restaurant (Non Cert)	CR
Unlicensed- Restaurant (FPA Cert)	CR3
Unlicensed- Restaurant (Non Cert)	CR3
Licensed – Café (FPA Cert)	CR1
Licensed – Café (Non Cert)	CR1
Unlicensed –Café (FPA Cert)	CR4
Unlicensed –Café (Non Cert)	CR4
Food Court (FPA Cert)	CR2
Food Court (Non Cert)	CR2
Betting Shop (FPA Cert)	CS2
Betting Shop (Non Cert)	CS2
Hairdressing Salon (FPA Cert)	CS3
Hairdressing Salon (Non Cert)	CS3
Kiosk/Shop (FPA Cert)	CS4
Kiosk/Shop (Non Cert)	CS4
Kiosk/Office (FPA Cert)	CS41
Kiosk/Office (Non Cert)	CS41
Laundrette (FPA Cert)	CS5
Laundrette (Non Cert)	CS5
Post Office (FPA Cert)	CS6
Post Office (Non Cert)	CS6
Showroom (FPA Cert)	CS7
Showroom (Non Cert)	CS7
Hypermarket (FPA Cert)	CS8
Hypermarket (Non Cert)	CS8
Superstore (FPA Cert)	CS9
Superstore (Non Cert)	CS9
Shopping Centre (FPA Cert)	CS
Assembly & Recreation	
Public House	CL
Wine Bar	CL1
Club (Social) (Licensed)	CL2
Club Social) (Unlicensed)	CL21
Club House (Licensed)	LC1
Club House (Unlicensed)	LC11
Cinema	LT
Bingo Hall/Licensed	LT2
Bingo Hall/Non Licensed	LT2
Theatre	LT3
Night Club	PL1
Casino	PL2
School	EL
School (Private)	EP
Day Nursery	EN1
College (Public)	EL1
College (Private)	EP1
University	EU
Other Education, Training And Cult.	EX
Library (FPA Cert)	EM
Library (Non Cert)	EM
Museum	EM1
Community Centre	LC
Leisure Centre	LC2

Hall	LC3
Sports Centre	LI
Stadium	LI1
Sports Ground (Designated Sports Ground)	LS
Sports Ground (Non Designated)	LS11
Sports Ground (Regulated Stands)	LS12
Sports Ground (Non Regulated)	LS13
Football Ground (Non Designated)	LS5
Swimming Pool	LS6
Tennis Centre	LS7
Amusement Arcade	LT1
Crematorium (FPA Cert)	MC1
Crematorium (Non Cert)	MC1
Place Of Worship	AR2
Surgery (Doctors, Dentists Or Vets)	MH
Health Centre	MH1
Law Court (FPA Cert)	MP1
Law Court (Non Cert)	MP1
Bus Station (FPA Cert)	NT
Bus Station (Non Cert)	NT
Auxiliary Defence Establishment	TD2
Railway Station (FPA Cert)	AR3
Railway Station (Non Cert)	AR3
Sub-Surface Railway Station (FPA Cert)	AR4
Sub-Surface Railway Station (Non Cert)	AR4
Airport Or Ferry Terminal (FPA Cert)	AR5
Airport Or Ferry Terminal (Non Cert)	AR5
Industrial	
Vehicle Repair (FPA Cert)	CG1
Vehicle Repair (Non Cert)	CG1
Garage (FPA Cert)	CG2
Garage (Non Cert)	CG2
Factory (FPA Cert)	IF
Factory (Non Cert)	IF
Mill (FPA Cert)	IF1
Mill (Non Cert)	IF1
Works (FPA Cert)	IF2
Works (Non Cert)	IF2
Workshop (FPA Cert)	IF3
Workshop (Non Cert)	IF3
Brickworks (Structures Only) (FPA Cert)	IM2
Brickworks (Structures Only) (Non Cert)	IM2
Concrete Batching Plant (Structures Only) (FPA Cert)	IM3
Concrete Batching Plant (Structures Only) (Non Cert)	IM3
Other Industrial Mineral (Structures Only) (FPA Cert)	IMX
Other Industrial Mineral (Structures Only) (Non Cert)	IMX
Industrial Miscellaneous (Structures Only) (FPA Cert)	IX
Industrial Miscellaneous (Structures Only) (Non Cert)	IX
Sewage Treatment Works Structure) (FPA Cert)	NW
Sewage Treatment Works Structure) (Non Cert)	NW
Storage & Other Non-Residential	
Retail Warehouse (FPA Cert)	CS10
Retail Warehouse (Non Cert)	CS10
Warehouse (Unknown Use)	CW
Storage Depot/Factory Or Warehouse	CW2
Storage Depot/Other Premises	CW2
Store (Unknown Use)	CW3
Explosive Or Highly Flammables Store (E28a)	S1
Explosive Or Highly Flammables Store (E29)	S2
Explosive Or Highly Flammables Store (E29a)	S3
Public Car Park (Covered Or Multi Storey)	CP
Private Car Park (Covered Or Multi Storey)	CP2
Other Commercial Premises (Unknown Use)	CX
Business Unit (Unknown Use)	IF4

Laboratories/Research Establishment	OC1
Animal Boarding Or Breeding Establishment	OC2
Fire Station (No Sleeping Accom) (FPA Cert)	MS1
Fire Station (No Sleeping Accom) (Non Cert)	MS1
Ambulance Station (No Sleeping Accom) (FPA Cert)	MS2
Ambulance Station (No Sleeping Accom) (Non Cert)	MS2
Railway Premises (Not Stations) (FPA Cert)	OC3
Railway Premises (Not Stations) (Non Cert)	OC3
Vacant Or Unoccupied Premises	OC4
Outdoor Premises/Event	
Market (Outdoor)/Public Or Trade	CM
Storage Land/Used By Public Or Trade	CW1
Dock Hereditament	FD
Electricity Hereditament	FE
Quarry	IM
Tipping Site/Public Or Trade	IM4
Spoil Heap Workings	IM5
Golf Course	LS2
Marina	LS3
Amusement Park	LT4
Other Leisure	LX
Cemetery	MC
Mooring	NT1
Wharf	NT3
Mine	IM1
Road Haulage	CG4
Transport System Tunnel Or Bridge etc	OW1
Outdoor Public Event	OP1
Remaining Valuation Codes	
Advertising Right	CA
Advertising Station	CA1
Caravan And Pitch	CC3
Caravan Pitch	CC4
Car Parking Space	CP1
Peat Fields (Structures Only)	IM6
Beach Hut	LH1
Sporting Right	LS1
Playing Field	LS4
Communication Station	MT1
Public Telephone Kiosk	MT2
Other Communication	MTX
Other Miscellaneous	MX
Other Non-Formula	NX

Table 4: INITIAL ENFORCEMENT EXPECTATIONS

Note - Prohibition/Prosecution may be considered regardless of the premises overall compliance level

<u>Compliance Level</u>	<u>Description</u>	<u>Enforcement Expectation</u>
Compliance Level 5	Dangerous conditions resulting in serious risk to persons in case of fire FOLLOW UP AUDIT ALWAYS REQUIRED	Prohibition
Compliance Level 4	Generally premises risk rating very high/high Serious deficiencies that require structural alterations Requirement for comprehensive major systems Poor management with numerous high/medium contraventions of fire safety legislation. Disregard for fire safety issues with bad housekeeping and no risk assessment or records of training or testing. Following a fire where greater emphasis is required to address deficiencies History of previous enforcement or informal action FOLLOW UP AUDIT ALWAYS REQUIRED	Enforcement Notice This equates to a G1.RR4 letter.
Compliance Level 3	Generally premises risk rating medium Numerous low level deficiencies possibly with history of other minor issues Poor management evident and inspector has lack of confidence that matters will be adequately addressed History of previous enforcement or informal action. Consider referral to CFS if appropriate FOLLOW UP AUDIT MAY BE REQUIRED	Enforcement Notice or Notification of Fire Safety Deficiencies. This equates to a G1.RR3 or 4 letter
Compliance Level 2	Generally premises risk rating low Several low level deficiencies but without a previous history. Inspector has confidence in the overall management of the premises that matters will be adequately addressed. Consider referral to CFS if appropriate FOLLOW UP AUDIT NOT NORMALLY REQUIRED	Notification of Fire Safety Deficiencies. This equates to a G1.RR3 letter.
Compliance Level 1	Generally premises risk rating low/very low or those premises in multi-occupied buildings not selected for a sample audit Possibly no Risk Assessment carried out/recorded but building generally satisfactory in all other respects Only very low level deficiencies. Approach to include verbal advice/agreement and information (inspector to record any advice given) Any situation where premises comply with the order but where additional measures would reduce the risk category Consider referral to CFS if appropriate. NO FOLLOW UP REQUIRED	Notification of Fire Safety Deficiencies OR Educate & Inform. This equates to a G1.RR2or 3 letter

Table 5: RESPONSIBLE PERSON FACTORS

Descriptor	Definition
Does the responsible person have a history of relevant enforcement action being taken?	
Yes	Enforcement action has been taken against the responsible person on the same or similar issues, by notices, prosecutions or informal action.
No	No enforcement action against the responsible person has been issued on the same or similar matters
Is there a history of operational incidents at the premises?	
Yes	There is a history of operational incidents at the premises (e.g. fires, false alarms, and spillages etc.)
No	There is no history of related incidents at the premises e.g. fires, false alarms, and spillages etc. or reports of incidents from other agencies
What is the intention of the responsible person in non-compliance?	
Deliberate economic advantage sought	Responsible person is deliberately avoiding minimum legal requirements for commercial gain
No economic advantage sought	Failure to comply is not commercially motivated
What is the level of perceived harm?	
Serious	A risk so serious as to endanger life may occur as a result of the matter under consideration
Not serious	There is little or no risk of serious harm
What is the standard of general conditions?	
Poor	There is a general failure of compliance across a range of issues, including those related to the activity being considered through the EMM
Reasonable	The majority of issues are adequately addressed, with only minor omissions
Good general compliance	Full compliance across the whole range of indicators with no notable omissions
What is the Inspection history of the responsible person?	
Poor	The responsible person has an inspection history of significant problems, copious advice and poor inspection ratings
Reasonable	The responsible person has an inspection history of nominal or piecemeal problems, where non-compliance has been related to new/or obscure duties, rating history is in the average range
Good	The responsible person has an inspection history of good compliance, effective response to advice, consistently high standards and low inspection rating
What is the attitude of the responsible person?	
Hostile/ Indifferent	The responsible person is actively antagonistic, or completely uninterested in fire safety. Impossible to establish an effective relationship
Reasonable	The responsible person is open to discussion and reasoned persuasion and effective communication can be established
Positive	The responsible person is enthusiastic and proactive towards fire safety, actively seeking advice and pursuing solutions

Table 6: RESPONSIBLE PERSON FACTORS FLOW CHART
 INITIAL ENFORCEMENT EXPECTATION - PROHIBITION NOTICE

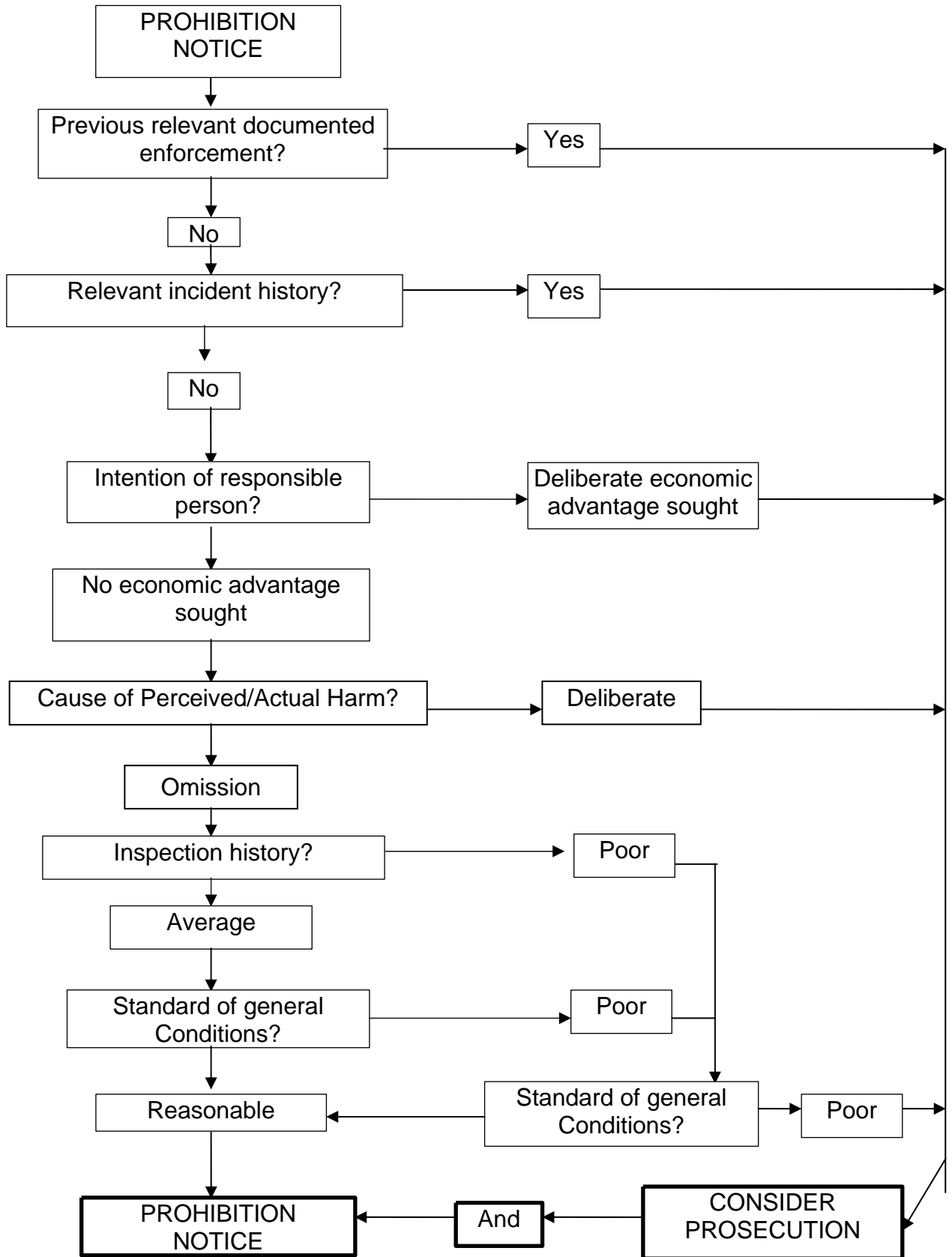


Table 7: RESPONSIBLE PERSON FACTORS FLOW CHART
 INITIAL ENFORCEMENT EXPECTATION - ENFORCEMENT NOTICE

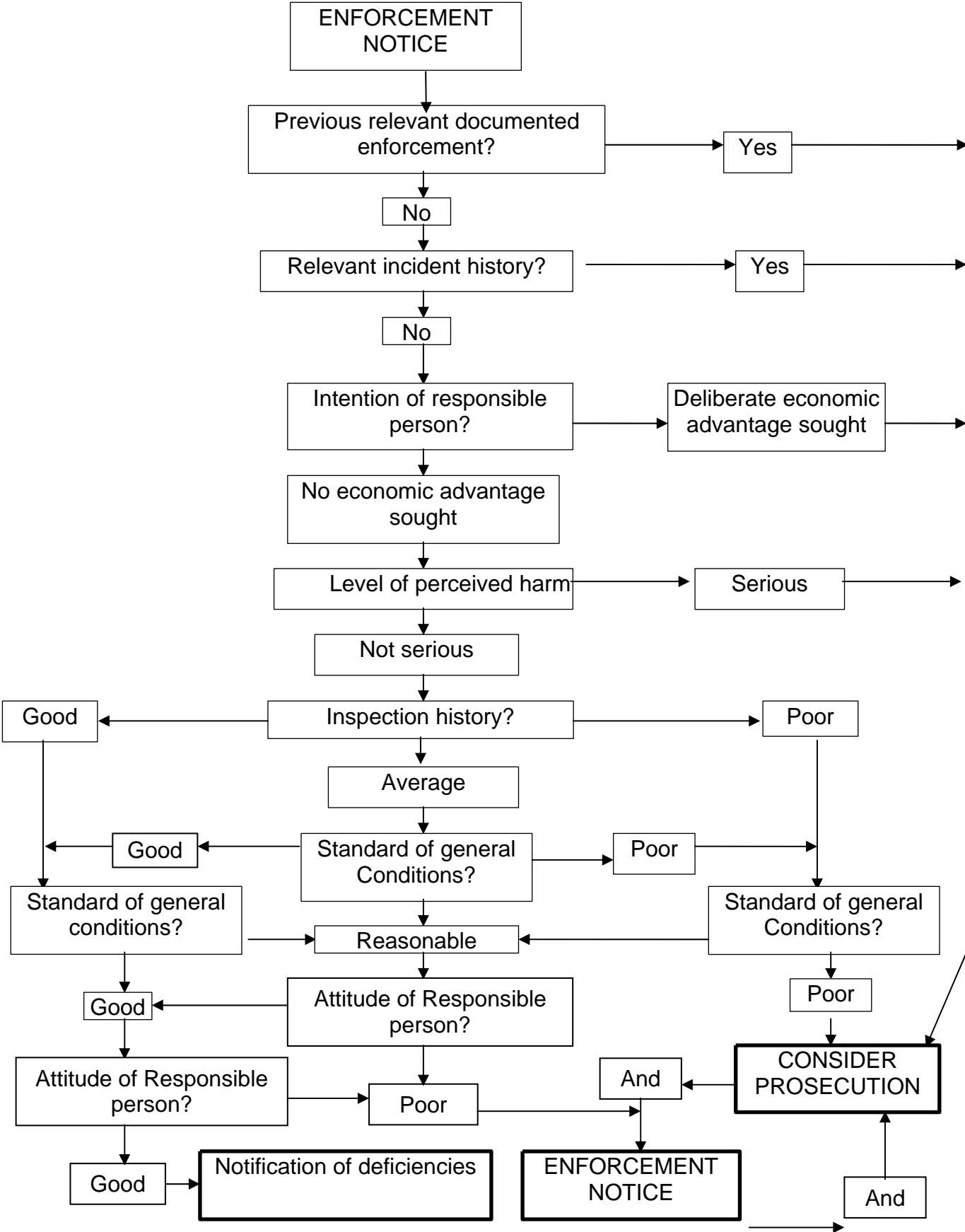


Table 8: RESPONSIBLE PERSON FACTORS FLOW CHART
 INITIAL ENFORCEMENT EXPECTATION – NOTIFICATION OF DEFICIENCIES

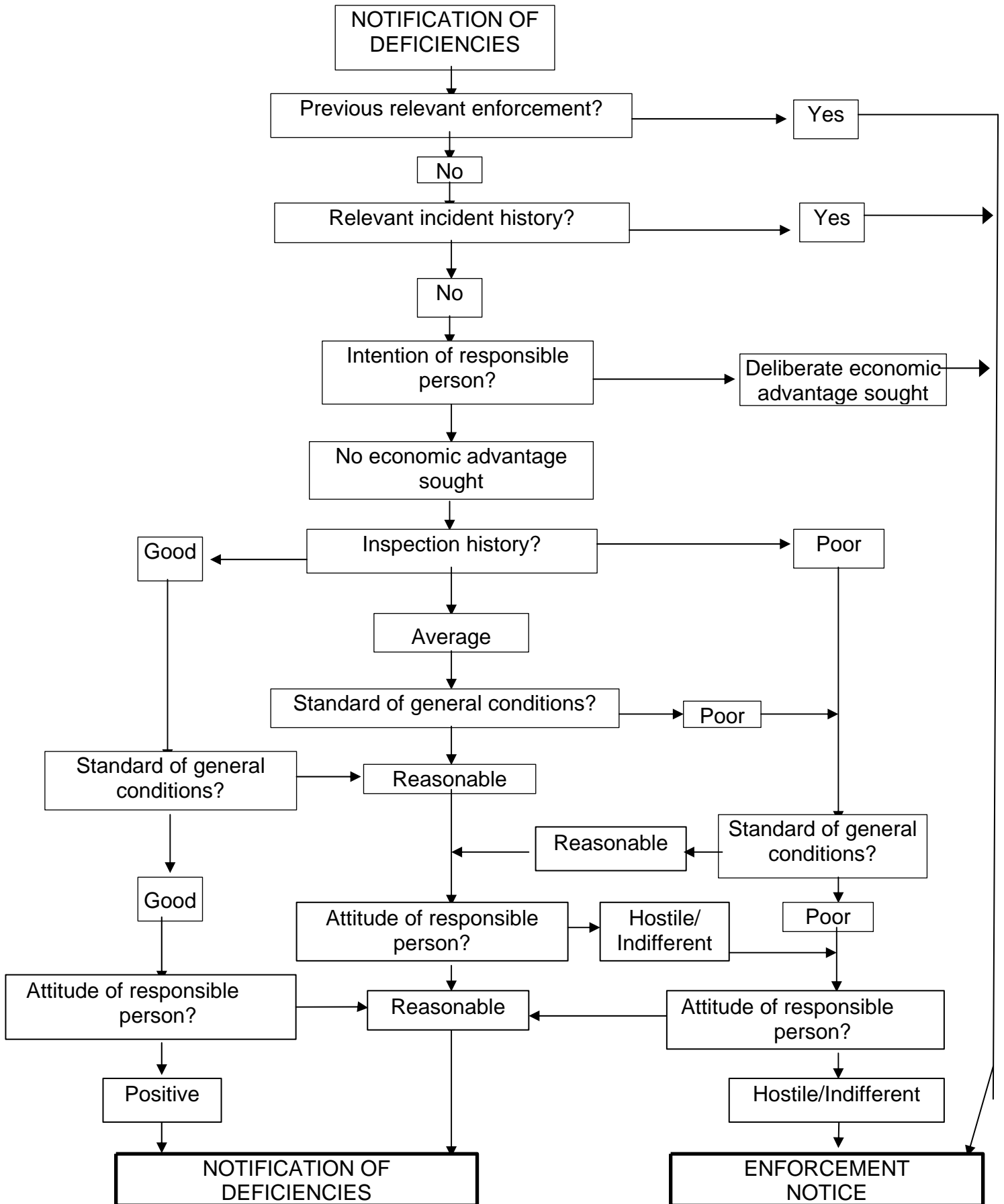


Table 9: STRATEGIC FACTORS

Does the action coincide with the Public Interest?	
Yes	The action results in a net benefit to the wider community in terms of targeting resources on risk and meeting public expectations of the fire authority
No	The action results in a net disadvantage to the wider community in terms of addressing risk, targeting resources on risk and failing to meet public expectations of the fire authority
Are vulnerable groups protected?	
Yes	The action results in control of risk to vulnerable groups
No	The action does not result in control of risk to vulnerable groups
What is the long-term impact of the action?	
Sustained Compliance	The action is sufficient to achieve sustained compliance across the range of risks associated with the premises
No long-term impact	The action is insufficient to secure sustained improvements and that problems may be expected at subsequent visits
What is the effect of the action on other responsible persons?	
Positive effect	Other responsible persons in the same industry, geographical location or wider business community are deterred from committing similar offences or encouraged to adopt a more favourable view of fire safety requirements. The action taken broadcasts a positive message about fire safety
Negative effect	The course of action undermines both positive responsible persons perception of the fire authority and the wider appreciation of the standard of fire safety required
What is the initial impact of the action?	
Benchmark achiever	The action secures compliance with the relevant benchmark
Incomplete compliance with the benchmark	The action does not secure full compliance with the benchmark
What is the functional impact of the action?	
Acceptable	There is a net benefit to the employees and others who might be affected. NB -Risk is the overriding concern, and that the wider impact may be a qualifying issue, but is not definitive. E.g. Where the strict application of the law would result in the closure of the premises or unemployment, then all of the ramifications of the action are to be taken into account. The net benefit of the enforcement action in this situation is for the inspector to judge
Unacceptable	There is a net disadvantage to employees and others who might be affected, from the action taken. NB - Risk is the overriding concern, and that the wider impact may be a qualifying issue, but is not definitive.
Have the principles and expectations of the enforcement policy been met?	
Yes	The policy has been followed
No	The policy has not been followed

Table 10: Explanatory notes for Part A of the Fire Safety Audit form.

Description of Occupants

The information required is whether the predominant type of occupant is more or less vulnerable than the type of person most commonly found in the type of premises being assessed. For example:

- In an ordinary care home you would expect a normal mix of ambulant and non-ambulant elderly residents who would be of “average mobility for this type of occupancy”. However if the majority of residents were bedridden, the occupants would be “Un-typically vulnerable”.
- In an ordinary school you would expect a normal mix of ambulant and non-ambulant children. However if it was a school for the blind the occupants could be considered “Un-typically vulnerable”. If it was a school for gymnasts the occupants could be considered “Un-typically mobile”.

Sole supplier

If the building being assessed is a commercial or public sector building, which provides a high value or unique service, it should be identified in this section. Examples include manufacture of specific items in the UK or perhaps the treatment of a particular disease available only at certain hospitals.

Exceptional Value

Properties with a value of close to, or exceeding, £100,000,000 should be included in this section. This would include the value of the building and restocking.

This approximates to the rebuilding and restocking of a large shopping precinct.

Heritage Risk

Details should be provided in this section if the building being assessed is of national or international significance. There are no hard and fast rules but if the building is listed on the National Monuments Record it could be considered a heritage risk. The National Monuments Record is maintained by English Heritage and can be viewed on their website (<http://www.english-heritage.org.uk/>). A listed building should also be considered for inclusion in this section.

Community Loss

This question aims to identify buildings, which if involved fire, could result in significant consequential loss to the local community. A large employer may occupy the building, if the business was unable to operate or even close, many people would be affected. To qualify, the loss of the building/business must represent more than an inconvenience, the number of persons affected should be

at least 100. Consideration should also be given to the likelihood of people being able to find alternative employment in the area.

Property Loss

The potential for loss due to an uncontrolled fire in the building of origin and the potential for loss due to fire spread from the building of origin to surrounding buildings assuming no intervention of any kind. e.g. The potential for an uncontrolled fire in a heavily built up urban area spreading beyond the building of origin to the surrounding buildings and streets. Environmental Risk - You will need to establish whether the building or its contents pose a risk to the environment in the event of a fire. Hazards may include radiation or chemical risk, or materials that would produce large volumes of hydrocarbon smoke, such as tyres or foam products.

Fire Fighter Hazards/Risks

You will need to establish whether the building or its contents could pose a risk to fire-fighters i.e. a building construction that could lead to rapid structural collapse of floors walls and or ceilings, contents, which may be hazardous, e.g. chemicals, processes e.g. foundry work, gas or vapours under pressure. Internal layout e.g. large complex internal layout with or without restricted entry points.

If during the audit the Inspector becomes aware of potential hazards for fire fighters he/she should consider the use of the Information Sharing Procedure (LINK). This procedure describes the process of information sharing between operational crews and inspectors. A generic form is provided to facilitate this process.

Appendix 1 - Example G1.RR1 - Audit Appointment (Confirmation)

Dear Sir/Madam

The Regulatory Reform (Fire Safety) Order 2005

Re:

With reference to our recent telephone conversation I would like to confirm that a fire safety audit will take place at the above premises on at.

Inspectors are issued with an identification card that will be shown to you on request.

A fire safety audit is not a full and comprehensive inspection of the premises, but an assessment of the steps you have taken to address fire safety matters within the premises. The timescale of the audit is difficult to predict, as it is dependent on the effectiveness of the fire risk assessment, and the level of fire safety awareness within the premises.

The Inspector will need the person responsible for the management of the premises to be present. You may also wish to have present any persons who have been allocated relevant duties.

We believe that prevention is better than cure and our Inspectors will work actively with you to achieve the standard required, but will not carry out the fire risk assessment for you.

The Inspector will ask to see:

- The fire risk assessment
- Records of staff training and fire drills
- Records of testing and maintenance of fire safety systems e.g.
 - Fire-fighting equipment (extinguishers)
 - Fire alarm
 - Escape lighting
 - Sprinkler systems (if fitted)
 - Smoke ventilation (if fitted)

The Inspector may wish to visit parts of the premises, and may wish to talk to members of staff to confirm their level of fire safety awareness.

Inspectors will carry out the fire safety audit in a fair and open manner in accordance with Wiltshire Fire & Rescue Service Enforcement Policy and the Enforcement Concordat.

If you need further advice on fire safety matters prior to the audit please visit our website (www.wiltshire.gov.uk) and click on Fire Safety.

Yours faithfully

Community Safety Inspector

Appendix 2 – Example G1.RR2 - Satisfactory Audit

Dear Sir/Madam

The Regulatory Reform (Fire Safety) Order 2005

Re:

A Community Safety Inspector visited your premises on .

At the time of the visit there appeared to be no contraventions of the Order. The visit was not a comprehensive audit of all fire safety matters but looked into a variety of aspects from which our findings are drawn.

You should be aware that you have an ongoing responsibility to maintain that standard and to carry out periodic reviews to ensure that safety provision remains adequate.

In the event of circumstances changing, your fire risk assessment should be amended to take account of the changes and any necessary reinforcement of the fire safety package implemented.

Yours faithfully

Community Safety Inspector

cc:

Dear Sir/Madam

The Regulatory Reform (Fire Safety) Order 2005

Re:

Notification of Deficiencies

Further to the recent visit carried out on the fire authority is of the opinion that you are not fully complying with the above legislation. The Order requires fire safety issues at the above premises to be effectively managed. You are required to continuously monitor and review where necessary the effectiveness of your fire risk assessment.

The visit was not a comprehensive audit of all fire safety matters but looked into a variety of aspects from which our findings are drawn. Failure to address the items specified in the report could result in enforcement action being taken. This letter and attached report are issued without prejudice to any legal action, which may subsequently be taken regarding failures to comply with the legislation.

The part(s) of the legislation with which you are not complying are set out in the attached report; these matters are such that they require urgent attention.

*A further visit may be made to ensure that the requirements of the report have been carried out.

*The items required on the attached schedule should be completed by [insert date]

* *delete as appropriate*

For technical detail and guidance you are strongly advised to obtain the appropriate "Fire Safety – Risk Assessment publication for your premises, these are available from the Stationary Office and most bookshops or as a free download from the Department of Communities and Local Government website www.firesafetyguides.communities.gov.uk. When purchasing, or installing equipment, compliance with the relevant British Standard is normally taken as being adequate. Should the issues set out in this report require major changes or costs then you are advised to take professional advice before proceeding.

Yours faithfully

Community Safety Inspector

cc:

REPORT

Inspection of

File No.

The following issues require attention.

Recorded Delivery

Dear Sirs

The Regulatory Reform (Fire Safety) Order 2005

Re:

The Wiltshire & Swindon Fire Authority is the enforcing authority under Article 25 of the above legislation.

Following a fire safety audit of the above premises by one of my inspectors on, I confirm that the matters and steps specified on the attached Schedule need to be carried out to remedy your failure to comply with the above legislation.

The attached Enforcement Notice is a legal requirement to which you have a right of appeal to a Magistrates' Court. Your attention is drawn to the notes that accompany this Notice.

If you are in any doubt as to the obligations placed upon you, or there is any relevant matter upon which you require clarification, you may write to me direct, or alternatively telephone your enquiry to the inspector named above.

Yours faithfully

Community Safety Manager

Encs: Enforcement Notice
Schedule and Accompanying Notes

**WILTSHIRE & SWINDON FIRE AUTHORITY
ENFORCEMENT NOTICE
NOTICE REQUIRING STEPS TO BE TAKEN UNDER ARTICLE 30 OF THE REGULATORY
REFORM (FIRE SAFETY) ORDER 2005**

Name:
Premises:
Address:

I on behalf of the Wiltshire & Swindon Fire Authority, hereby give you notice that the Fire Authority is of the opinion that, as a person being under an obligation to do so, you have failed to comply with the requirements placed upon you by The Regulatory Reform (Fire Safety) Order 2005 in respect of the above named premises and the persons who may be on the premises or who may be affected by a fire on the premises.

The Articles of the Regulatory Reform (Fire Safety) Order 2005, which have not been complied with, are:-

The matters which, in the opinion of the Fire Authority, result in the failure to comply with the aforementioned provisions of the Regulatory Reform (Fire Safety) Order 2005 are specified in the schedule to this notice.

The Fire Authority is further of the opinion that the steps identified in the schedule to this notice must be taken to remedy the specified failure(s) to comply with The Regulatory Reform (Fire Safety) Order 2005.

Unless the steps identified in the Schedule to this notice have been complied with by you will be regarded as not being in compliance with this notice and the Fire Authority may consider a prosecution against you. You may, however, apply for an extension to this time limit. (See notes).

You have the right to appeal against this notice (see notes), by way of complaint for an order, to the Clerk to the Court of the Magistrates' Court acting for the petty sessions area in which your premises is located. If you wish to bring an appeal, you must do so within 21 days of the date this notice is served on you. The Magistrates' Courts Act 1980 will apply to the proceedings. The bringing of an appeal shall have the effect of suspending the operation of this Enforcement Notice until the appeal is finally disposed of or, if the appeal is withdrawn, until the withdrawal of the appeal.

Date Signed

.....

Community Safety Manager

**SCHEDULE REFERRED TO IN ENFORCEMENT NOTICE NO.
REQUIRING STEPS TO BE TAKEN UNDER ARTICLE 30 OF THE REGULATORY REFORM
(FIRE SAFETY) ORDER 2005 ISSUED BY THE WILTSHIRE & SWINDON FIRE AUTHORITY
ON**

Name and Address of Premises:

Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the Fire Authority, need to be taken in order to comply with The Regulatory Reform (Fire Safety) Order 2005.

Note: Notwithstanding any consultation undertaken by the Fire Authority, **before** you make any alterations to the premises, **you** may need to apply for approval from either the Local Authority Building Control or an Approved Inspector and/or the approval of any other bodies having a statutory interest in the workplace.

SCHEDULE

NOTES TO ACCOMPANY ENFORCEMENT NOTICE

SERVED UNDER ARTICLE 30 OF THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

1. Application to premises. The Regulatory Reform (Fire Safety) Order 2005, subject to paragraphs 6 (1) (a) to (g) below, applies to any premises.
2. The Order does not apply in relation to -
 - a) domestic premises;
Note: Where the premises are, or consist of, a house in multiple occupation this Order applies in relation to those parts of the premises which are not domestic premises;
 - b) an offshore installation within the meaning of regulation 3 of the Offshore Installation and Pipeline Works (Management and Administration) Regulations 1995;
 - c) a ship, in respect of the normal ship-board activities of a ship's crew which are carried out solely by the crew under the direction of the master;
 - d) fields, woods or other land forming part of an agricultural or forestry undertaking but which is not inside a building and is situated away from the undertaking's main buildings;
 - e) an aircraft, locomotive or rolling stock, trailer or semi-trailer used as a means of transport or a vehicle for which a licence is in force under the Vehicle Excise and Registration Act 1994 or a vehicle exempted from duty under that Act;
 - f) a mine within the meaning of section 180 of the Mines and Quarries Act 1954, other than any building on the surface at a mine, and
 - g) a borehole site to which the Borehole Sites and Regulations 1995 apply.
3. You may appeal (under Article 35 of the Order) against an enforcement notice served (under Article 30 of the Order). The appeal is made, within 21 days from the day on which the notice is served, to the magistrates' court for the area in which your premises is situated and may be brought on the grounds that you think that:
 - (a) the service of an enforcement notice was based on an error of fact;
 - (b) the service of the enforcement notice was wrong in law, and
 - (c) the Fire Authority erred in the exercise of their discretion in serving the enforcement notice.

Without prejudice to the breadth of the grounds of appeal set out in paragraphs (a) to (c) above, examples of situations in which an appeal may lie are where,

- (a) You dispute any of the facts in the notice which detail the steps which have to be taken in order to comply any provision of the Order.
- (b) You think that an unreasonable time period has been set for the taking of the steps set out in the notice.

4. The Fire Authority may grant, at their discretion, an extension (or further extension) of time specified for the steps to be taken if an appeal against the notice is not pending. Application for an extension of time should be addressed to:- Community Safety Manager, Group 1 Community Safety, Swindon Fire Station, Drove Road, Swindon, Wiltshire SN1 3AD
5. Failure to comply with any requirement imposed by an enforcement notice served under Article 30 of the Order within the time specified in the notice (or such further time as the Fire Authority may, at their discretion, grant) is a criminal offence under Article 32(d) of the Order. A person guilty of such an offence shall be liable,
 - (a) on summary conviction to a fine not exceeding the statutory maximum; or
 - (b) on conviction on indictment, to a fine or to imprisonment for a term not exceeding two years, or both.
6. In any proceedings for an offence referred to above, where the commission by any person of an offence under the Order, is due to the act or default of some other person, that person is guilty of the offence, and a person may be charged with and convicted of the offence whether or not proceedings are taken against the first mentioned person.
7. Nothing in the Order operates so as to afford an employer a defence in any criminal proceedings for a contravention of those provisions by reason of any act or default of an employee or person nominated to implement measures for fire-fighting and procedures for serious and imminent danger and for danger areas, and appointed to assist him/her in undertaking such preventive and protective measures as necessary.
8. Subject to Note 9, in any proceedings for an offence under the Order, except for a failure to comply with articles 8 (1) (Duty to take general fire precautions) or 12 (Elimination or reduction of risks from dangerous substances), it is a defence for persons charged to prove they took all reasonable precautions and exercised due diligence to avoid the commission of such an offence.
9. If you are the responsible person you are under an obligation to comply with the provisions of the Order or of any regulations made under it. If you have failed to comply and you and the Fire Authority cannot agree on the measures, which are necessary to remedy the failure(s) under Article 36 of the Order, you and the Fire Authority may agree to refer the question, as to what measures are necessary to remedy the failure(s), to the Secretary of State for a determination.
10. It should be noted that in order to satisfy the "Environment and Safety Information Act 1988" the Fire Authority is obliged to enter details of any enforcement notice into a register to which the public have access. If you feel that any such entry would disclose secret or confidential trade or manufacturing information then you should appeal in writing to the Authority within a period of fourteen days following the service of the notice.
11. To assist with administration procedures, it would be helpful if you could quote the reference number (at the top of this notice) when dealing with the Fire Authority.

The Regulatory Reform (Fire Safety) Order 2005

Re:

Enforcement Notice - Withdrawal

Following completion of the fire safety audit on it is now considered that your premises demonstrate suitable and sufficient measures to satisfy the requirements of the above legislation.

The Enforcement Notice, reference number dated is therefore withdrawn.

You should be aware that you have an ongoing responsibility to maintain fire safety standards and to carry out periodic reviews to ensure that safety provision remains adequate.

In the event of circumstances changing, your fire risk assessment should be amended to take account of the changes and any necessary reinforcement of the fire safety package implemented.

Any queries concerning this should be directed to the inspector named above.

Yours faithfully

Community Safety Manager

cc:

Dear Sir/Madam

The Regulatory Reform (Fire Safety) Order 2005

Re:

Enforcement Notice No.

In response to your request for further time to enable you to comply with Enforcement Notice, reference number [redacted] which expires on, the date by which the steps specified on the Schedule must be carried out is now [redacted].

After the expiration of this extended time, if the steps have not been carried out and unless circumstances justify a further extension of time, then the matter will be referred for legal action.

Yours faithfully,

Community Safety Manager

Dear Sir/Madam

The Regulatory Reform (Fire Safety) Order 2005

Re:

Enforcement Notice No.

With reference to the Enforcement Notice number dated . The Wiltshire & Swindon Fire Authority is of the opinion that you have failed to comply with the requirements of the Notice and is referring the matter for legal action.

Any queries concerning this should be directed to the inspector named above.

Yours faithfully

Community Safety Manager

cc:

Appendix 8 – Audit form

FIRE SAFETY AUDIT AND DATA GATHERING FORM

FS F52m 2

Part A : SITE ASSESSMENT (MANDATORY)

Assessment Date (dd/mm/yyyy)

Time (hh:mm)

Note: (Aide Memoire and Guidance notes) to be used when completing this form)

Premises, Use And Responsible Person Details **[FS Premises File Information]**

Premises ID No:		Number of Occupiers:	
		<i>If more than 1, complete separate form for each occupier</i>	
Building /Unit No:			
Property Name:			
Road: (Add.line 1)			
Address line 2			
Locality			
Town:			
Post Code:		Grid Ref: 2 x 6 figures (max)	
Name of Occupier:			
Address of occupier within the building, <i>Complete when Multi Occ:</i>		Post Code:	
		Tel No:	
Registered Address of Occupier:		Post Code:	
		Tel No:	
Name of Owner:			
Registered Address of Owner:		Post Code:	
		Tel No:	

Responsible Person:	Name:		Position:	
	Tel No:		Mob No:	
	Email:		Fax No:	
Person Providing Information: <i>If different from above</i>	Name:		Position:	
	Tel No:		Mob No:	
	Email:		Fax No:	

[IRMP/FSEC Information]

Occupants

Enter range A= <20, B= 20 – 49, C=50-99, D=100-1000, E= >1000, 0 = Not Occupied

Occupancy Profile: <i>Maximum Number of persons, in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.</i>	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	
Occupancy Type:	V.O. Number: (Table 3)		FSEC Group: (Table 1)	
Description of Occupants: Predominant Type (Table 10)	<input type="checkbox"/> Un-typically mobile <input type="checkbox"/> Average mobility <input type="checkbox"/> Un-typically vulnerable			

Potential Loss/Risk

Sole Supplier in UK: <i>Providing high value or unique service or products:</i> (Table 10)	If yes give brief details	Yes
		<input type="checkbox"/>
Exceptional Value: <i>Value of rebuild and restock:</i> (Table 10)	If yes give brief details:	Yes
		<input type="checkbox"/>
	If yes give brief details:	Yes

<i>Importance or international significance.</i> (Table 10)		
Community Loss:	If yes give brief details:	Yes
<i>Exceptional value or impact to the community.</i> (Table 10)		<input type="checkbox"/>

Environmental Risk: <i>Significant impact on the environment or community in the event of fire or other incident</i>	Yes <input type="checkbox"/> If yes give brief details:		Tick one or more boxes below
		Biological	<input type="checkbox"/>
		Chemical	<input type="checkbox"/>
		Radiation	<input type="checkbox"/>
		Nuclear	<input type="checkbox"/>
		Air	<input type="checkbox"/>
		Explosive	<input type="checkbox"/>
Water Contamination:	<input type="checkbox"/>		

Property Loss: <i>Estimate the extent of fire & smoke damage arising from an uncontrolled fire and whether it is likely to be. (Note: Without fire fighting intervention of any description) (Table 10)</i>	Extent of Damage:	Estimate damage within 50m ²
	<input type="checkbox"/> Confined to compartment of origin <input type="checkbox"/> Confined to the floor of origin <input type="checkbox"/> Confined to the Building of origin <input type="checkbox"/> Spread to adjacent buildings – Less than 500m <input type="checkbox"/> Spread to adjacent buildings – 500m to 999m <input type="checkbox"/> Spread to adjacent buildings – 1000m to 9999m <input type="checkbox"/> Spread to adjacent buildings – 10000m to 100000m <input type="checkbox"/> Spread to adjacent buildings – Over 100000m	

Fire Fighter Risk: <i>Building or contents, which may pose a risk to fire fighters.</i>	Yes <input type="checkbox"/> If yes give brief details:		Tick one or more boxes below
		N/A	<input type="checkbox"/>
		Hazchem	<input type="checkbox"/>
		Basement	<input type="checkbox"/>
		Unfenestrated compartment	<input type="checkbox"/>
		Underground structure	<input type="checkbox"/>
		Hazardous Processes	<input type="checkbox"/>
		Highly Flammables	<input type="checkbox"/>
		Explosives:	<input type="checkbox"/>
		Sandwich panels	<input type="checkbox"/>
Unstable structure	<input type="checkbox"/>		

Premises Features

What fire-fighting facilities are there?	Yes <input type="checkbox"/> If yes give brief details:	Type:	Tick one or more boxes below
		None	<input type="checkbox"/>
		Fire fighting (Ff) Shaft/s	<input type="checkbox"/>
		Ff shaft/s with Ff lift	<input type="checkbox"/>
		Dry Risers	<input type="checkbox"/>
		Wet Risers	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Is there an extract or positive pressure smoke control system covering means of escape and / or common areas?	Yes <input type="checkbox"/> If yes give brief details:	Type:	Tick one or more boxes below
		Natural extract	<input type="checkbox"/>
		Mechanical extract	<input type="checkbox"/>
		Both	<input type="checkbox"/>
		Basement Clearance (ADB req't)	<input type="checkbox"/>
Pressurised	<input type="checkbox"/>		

	If Yes select coverage:	If Yes select purpose:
--	-------------------------	------------------------

	<input type="checkbox"/> 100% Coverage <input type="checkbox"/> 40% Coverage <input type="checkbox"/> 90% Coverage <input type="checkbox"/> 30% Coverage <input type="checkbox"/> 80% Coverage <input type="checkbox"/> 20% Coverage <input type="checkbox"/> 70% Coverage <input type="checkbox"/> 10% Coverage <input type="checkbox"/> 60% Coverage <input type="checkbox"/> No Coverage <input type="checkbox"/> 50% Coverage	<input type="checkbox"/> For Life Safety <input type="checkbox"/> For Property Protection <input type="checkbox"/> Life Safety and Property Protection <input type="checkbox"/> Life Safety	
Building has features which may assist fire spread? If Yes, tick one or more boxes on the right	Yes <input type="checkbox"/>	If Yes:	Tick one or more boxes below
		Atrium	<input type="checkbox"/>
		Unprotected voids	<input type="checkbox"/>
		Unprotected ducts	<input type="checkbox"/>
Other	<input type="checkbox"/>		
AFA Present (monitored system)	Yes <input type="checkbox"/>		
Adequacy of Fire Warning System:	<input type="checkbox"/> Adequate <input type="checkbox"/> Less than adequate <input type="checkbox"/> More than adequate		
Building size: (see Table 2 for floor areas for different occupancy types)	<input type="checkbox"/> Extremely Small <input type="checkbox"/> Very Small <input type="checkbox"/> Small <input type="checkbox"/> Medium	<input type="checkbox"/> Large <input type="checkbox"/> Very Large <input type="checkbox"/> Extremely	
Total height of building in storeys, including basements (If range of heights enter predominant number)			
Total number of levels of basements in building			
No of Storeys in Height: (Use predominant height of storeys, not including basements)	<i>If multi-occupied, only count the number of storeys occupied by the organisation covered by this assessment e.g. floors 5-8</i>	Enter Number of storeys for this occupier	
No of levels of basements, where appropriate	<i>If multi-occupied, only count the number of levels occupied by this occupier e.g. basement levels 1-3</i>	Enter Number of levels below ground for this occupier	

Name of assessor:	
Role:	
Service No:	
Signature:	

PART B : FIRE SAFETY AUDIT

Note: Where no Part B is to be carried out a score of '0' [(3)Average for the occupancy] is to be selected and inserted into "Fire Safety Management (Compliance Level) in Part C below.

Management

MANDATORY			Article 9 - Risk Assessment <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>
Has a suitable and sufficient Fire Safety Risk Assessment been carried out for the premises?			
Areas of consideration <ul style="list-style-type: none"> • 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 			Deficiencies: Comments:
Compliance Level		Value	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

MANDATORY			Article 10 – Principles of prevention to be applied <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>
Has any preventative and protecting measures been implemented?			
Areas of consideration The principles are; <ul style="list-style-type: none"> • Avoiding risks • Evaluating the risks which cannot be avoided • Combating the sources of risk • 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 			Deficiencies: Comments:
Compliance Level		Value	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

Maintenance of Provisions

<u>MANDATORY</u>			Article 17 – Maintenance
Are fire safety provisions being adequately maintained?			<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>
Areas of consideration <ul style="list-style-type: none"> • 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 			Deficiencies: Comments:
Compliance Level		Value	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

<u>MANDATORY</u>			Article 18 – 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?			<i>“The responsible person must...appoint...competent persons to assist him in undertaking preventative and protective measures”</i>
Areas of consideration <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 employees • Co-operation between responsible persons 			Deficiencies: Comments:
Compliance Level		Value	
Not Applicable	<input type="checkbox"/>	0	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

MANDATORY			Article 21 - Training "The responsible person must ensure that his employees are provided with adequate safety training"
Are employees being effectively trained?			
Areas of consideration <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 • Fire fighting equipment • Safe handling of dangerous substances • Training being delivered by competent person • Evidence of training available 			Deficiencies: Comments:
Compliance Level		Value	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

Means of Escape

MANDATORY			Article 14 – Emergency routes and exits 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.
Is an effective means of escape provided and maintained?			
Areas of consideration <ul style="list-style-type: none"> • 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 			Deficiencies: Comments:
Compliance Level		Value	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

Alterations Notice

<u>MANDATORY</u>			Article 29 – Alterations notices “Where an alterations notice has been served in respect of premises, the responsible person must, before making any of the specific changes which may result in a significant increase in risk, notify the enforcing authority of the proposed changes”.
Where an alterations notice is in force has the enforcing authority been informed prior to them being implemented?			Deficiencies: Comments:
Areas of consideration			
<ul style="list-style-type: none"> 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 			
Compliance Level		Value	
Not applicable	<input type="checkbox"/>	0	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

Fire Warning Arrangements

<u>NON-MANDATORY</u>			Article 13 – Fire-fighting and fire detection “Where necessary...the responsible person must ensure that the premises are equipped with appropriate fire detection equipment, alarms, and fire-fighting equipment”.
Are effective fire warning and fire-fighting arrangements provided?			Deficiencies: Comments:
Areas of consideration			
<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 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 			
Compliance Level		Value	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

<u>NON-MANDATORY</u>			Article 22 – 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?			<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>
Areas of consideration <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 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. 			Deficiencies:
			Comments:
Compliance Level		Value	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

General duties of employees at work

<u>NON-MANDATORY</u>			Article 23 – General duties of employees at work
Are employees carrying out their general duties while at work?			<i>Every employee must, while at work take reasonable care for the safety of himself and others, co-operate with his employer, inform his employer or any other employee with specific responsibility for the safety of his fellow employees of any hazard</i>
Areas of consideration <ul style="list-style-type: none"> • 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 			Deficiencies:
			Comments:
Compliance Level		Value	
Compliant	<input type="checkbox"/>	1	
Partially Compliant	<input type="checkbox"/>	3	
Non – Compliant	<input type="checkbox"/>	5	

Results of Audit

<u>Total Points</u>		No of Sections Used		Compliance Level Score
	÷		=	

Compliance Level (1 to 5):	Compliance level to be used to provide a score in “Fire Safety Management (Compliance Level Score)” Take forward to part C
Initial Enforcement Expectation	<input type="checkbox"/> Notification of FS Deficiencies/Satisfactory <input type="checkbox"/> Deficiency Notification <input type="checkbox"/> Enforcement Notice <input type="checkbox"/> Enforcement Notice/Deficiency Not'ion <input type="checkbox"/> Prohibition
Apply (EMM) Responsible Person & Strategic Factors	Yes <input type="checkbox"/>
Confirmed Enforcement Activity	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Action Plan / Educate/Inform <input type="checkbox"/> Enforcement Notice <input type="checkbox"/> Enforcement Notice / Educate/Inform <input type="checkbox"/> Enforcement Notice / Prosecution <input type="checkbox"/> Notification of Deficiencies <input type="checkbox"/> Notification of Deficiencies / Educate/Inform <input type="checkbox"/> Prohibition <input type="checkbox"/> Prohibition / Enforcement Notice <input type="checkbox"/> Prohibition / Prosecution

PART C: CALCULATION OF RELATIVE RISK LEVEL

The time period to be considered when completing the responses below is either from the time of the last audit, or 3 years which ever is the shortest. If information is unknown default your entry to medium risk.

<i>Management and Other Issues</i>	
<i>Element</i>	<i>Description</i>
History of Fires	<input type="checkbox"/> None <input type="checkbox"/> Yes, 1 or more in the last 3 years
Unwanted fire signals	<input type="checkbox"/> No <input type="checkbox"/> Yes, 1 or more in the last 3 years
Known fire setting activity in the area	<input type="checkbox"/> No <input type="checkbox"/> Yes, 1 or more in the last 3 years
Features which may assist fire spread	Yes <input type="checkbox"/>
Fire Loading which is likely to assist with fire spread	<input type="checkbox"/> Average for occupancy <input type="checkbox"/> Higher than average for occupancy <input type="checkbox"/> Lower than average for occupancy
Access for fire fighting	<input type="checkbox"/> Average for occupancy <input type="checkbox"/> Poorer than average for occupancy <input type="checkbox"/> Better than average for occupancy
Water supplies	<input type="checkbox"/> Average for occupancy <input type="checkbox"/> Poorer than average for occupancy <input type="checkbox"/> Better than average for occupancy
Total number of people in premises at peak time	<input type="checkbox"/> Less than 20 <input type="checkbox"/> Between 20 and 100 <input type="checkbox"/> More than 100

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

Appendix 9 – Frequently Asked Questions

Frequently Asked Questions

This list of questions and answers has been put together to clarify those queries, which have been raised on a regular basis. It is hoped that this will give a consistency of approach between all Fire Safety Inspectors completing the Audit process and will make it easier for new members of the department.

Part A: Site Assessment

This section of the form is for the collection of data for the Fire Service Emergency Cover (F.S.E.C.) toolkit. Essentially this is a computer supplied with software that has been provided by the Communities and Local Government (CLG). The information provided forms part of a complex calculation, which assesses the likelihood of death or injury in the event of an incident in different types of buildings. This information can then be used to assist in the making of informed decisions and consideration of different options for the provision of fire cover.

Part A:

AFA system present – What counts as full coverage, monitored and connected to receiving station?

We have to be very confident that any fire alarm system within the building will detect a fire at its earliest stage in any part of the building and the fire service will immediately be called. This may be by a remote call handling centre or by a person designated to call the fire service. This could include a permanent night shift, security staff etc.

Part B: Management

What should I be recording in the comments section?

This section should be used for recording all relevant information found during the audit. It should be used for areas of deficiency as well as positive practices, dates of risk assessments seen, review dates, staff training dates etc.

The information recorded can then be used to assist in drafting letters or notes for file and will also assist a line manager to make an informed judgement if a management review is required.

Part B:

Some of the questions are Health and Safety questions, not Fire Safety questions?

Home Office Circular 28 appendix 2 states - The Fire Precautions (Premises) Regulations 1999 (as amended), amended the 1992 Management Regulations so that Fire Authorities have responsibility for enforcement of the risk assessment and other provisions of the 1992 Management Regulations in so far as those provisions impose requirements concerning general fire precautions to be taken or observed by an employer.

This means that we are responsible for enforcing some of the regulations within the Management regs where they apply to fire. The Management Regulations that we are able to enforce are –

- 1 – Citation, commencement and interpretation
- 2 – Disapplication of the regulations
- 3 – Risk Assessment
- 4 – Principles of prevention to be applied
- 5 – Health and Safety arrangements
- 7 – Health and safety assistance
- 8 – Procedures for serious and imminent danger and for danger areas
- 9 – Contacts with external services
- 10 – Information for employees
- 11 – Co-operation and co-ordination
- 12 – Persons working in host employers' or self-employed persons' undertakings
- 13 (2) & (3) Capabilities and training

Therefore the audit has to reflect the fact that, as well as the Premises regulations, we also have a duty to enforce certain areas of the Management regulations.

Further detail and information can be found in the following documents.

The Fire Precautions (Premises) Regulations 1997 (SI 1997 No. 1840)
The Fire Precautions (Premises) (Amendment) Regulations 1999 (SI 1999 No. 1877)
The Management of Health and Safety at Work Regulations 1999 (SI 1999 No. 3242)
HO Circular 28 / App 2

Part B: Section 5 – Fire Warning Arrangements

What is an appropriate system for the risk?

An appropriate system must be what the benchmark standard suggests (from guides, codes or British Standards), although with today's goal based fire safety regimes there may be occasions where a reduction in standard can be justified or maybe an increase in cover as a compensatory feature.

Hotel fire alarm standards have increased considerably since the first Fire Certificates were issued and as such you may Audit premises which have inappropriate systems, with our current Legislation the opportunity to require an upgrade is not available to us if the premises remains as on the Certificate. However, our best advise to these premises must be that the fire alarm system is below standard and this can be backed up with an R50 letter. It is also suggested that a list of these premises is kept locally so that when the legislation changes we are able to target, for Audit, our resources to those premises that would benefit from an upgrade of the fire precautions.

General Questions

Who is a competent person?

The term 'competent person' is mentioned on the audit form. The Management of Health and Safety at Work Regulations 1999 gives the following guidance of what is considered as a competent person;

Person shall be regarded as competent when they have had sufficient training and experience or knowledge and other qualities to enable them properly to assist in undertaking the measures necessary to comply with the Regulations.

Do I have to complete all sections?

In order to gather as much relevant information as possible, all sections that appear to be relevant to the premises should be completed.

What is IRMP note No.4? (Also known as Fire Precautions Act 1971: Circular No 29 and Fire Service Circular 1/2004)

This document, produced by the Communities and Local Government (CLG) provides advice to Fire and Rescue Authorities on developing a risk based fire safety inspection program. It offers information, based on independent and validated research, about how different building uses compare in terms of risk and how levels of risk in different buildings, which are put to the same use, might be compared. The information in this document has been transferred across to Table 1 – relative risk rating matrix of the Fire Safety Audit, which will form the basis of Wiltshire's inspection programs for the future.

What do I do at a Multi Occupied Building?

Generally an audit will be on one premises that forms part of a multi occupied building, however, in the interests of efficiency it may be a better use of time to inspect a selection of occupiers while you are in the vicinity particularly if they use common parts of the building for their means of escape or share a fire alarm system. Part A of the form will be completed for each occupier where reasonably practicable but there may be cases where this would be too onerous. For example, it would be unreasonable to expect Part A to be completed for each occupier of the Outlook Centre Swindon or the Old George Mall Salisbury or Emery Gate in Chippenham because it would simply take too long. The decision should be based on the size of the building, the number of occupants and the usefulness of the information.

I feel my professional judgement has been diminished.

Your professional judgement and opportunity to make informed decisions has not altered because of the introduction of the audit form. The form provides reminders of the areas we should be looking at and provides an audit/record of what was found. The important thing is to remember that we are there to ascertain the suitability of the fire safety provision and whether it stands scrutiny, you are the person doing the scrutinizing, this is not a form filling exercise, the paperwork, although vital, should be a secondary part of the Audit.

If an occupier has removed the self closers in a dead end situation but has added smoke detectors is this acceptable, similarly, if FRG has been removed from below an external escape, but detection added, is this acceptable? Both of these situations require you to make a professional judgement, you should be using your experience, knowledge and benchmark standards– the Audit form cannot do this for you.

Within the Strategic Factors what would be classed as a vulnerable group?

The following list provides guidance on the types of occupancies that are considered as vulnerable, this is not an exhaustive list and all occupancy types will need to be treated on their own merits,

- Young people
- The disabled

- Socially disadvantaged
- Sleeping risk
- Persons receiving treatment or care
- Audiences or large groups of people who may suffer from the effects of over excitement and irrational behaviour due to influences such as, alcohol, flashing lights, high noise levels, cosmetic smoke, subdued lighting, etc.

When do I apply the Responsible Person Factors and Strategic Factors?

An integral part of the Audit process is the Enforcement Management Model, within this model are the above two factors. They should be applied at all times an initial enforcement expectation of 3, 4 or 5 is arrived at.

Responsible person factors are, on the whole, specific to the responsible person and their activities and usually confirm the IEE or alter the enforcement level up or down one level. Strategic factors need to be taken into account to ensure that public interest and vulnerable groups are considered and that the broader socio-political impact of the enforcement action is taken into account. Strategic factors qualify the decision they do not determine it.

What paperwork should be completed following completion of fire safety work at a premises?

The issue of an enforcement or prohibition notice will require the premises to be revisited to check that the work has been completed, when this stage is reached the audit form will need to be amended so that the premises risk rating is adjusted downwards as necessary. Therefore, the following should apply
 A new job should be raised (Type FI)
 Part A of the audit form amended.
 Part B of the audit form completed in full and a compliance rating calculated.

This procedure will then show in an auditable way the impact that fire safety enforcement is having on the risk profile within Wiltshire.