



Virtual Business Fire Safety Workshop

February 22nd 2022

19:00 - 20:30

**LEICESTERSHIRE
FIRE and RESCUE SERVICE**

Welcome and Introductions

Fire Protection Team Leader

- Station Manager Andy Clarke

Fire Protection Inspecting Officers

- Sophie Smith
- Jonathan Billington
- Simon Headley



Housekeeping

Cameras and Microphones

- Your cameras and microphones have been switched off for your privacy and security

Questions

- If you want to ask a question please type into the Q&A box. Questions will be moderated and answered at the end of the presentation.
- The chat function has been switched off

Lets start with a question...

What percentage of businesses that have a significant fire never recover from it?

A. 44%

B. 67%

C. 86%

Source: NFCC



Fire Protection Team – Who are we?

- Based at Fire & Rescue Headquarters
- 17 Inspecting Officers
- 3 Fire Safety Advisors
- 2 Team Leaders
- 24/7 Cover.



Our Responsibilities

We are the enforcing authority for the Regulatory Reform (Fire Safety) Order 2005 (FSO) in Leicester, Leicestershire and Rutland.

Our responsibility is to reduce the likelihood and risk of death, injury and / or property loss from fire in commercial, business premises and multi-occupied residential premises.

- Fire Safety Audits and Inspections
- Fire Safety Concerns



- Referrals from Partner Agencies and other Regulatory Authorities e.g.



Gangmasters &
Labour Abuse Authority



Home Office
**Border &
Immigration Agency**



Premises under the FSO

- Houses in Multiple Occupation
- Hotels and B&B's
- Residential Care Homes
- Factories and Warehouses
- Schools and Universities.



Premises under the FSO

- Offices and Shops
- Places of Assembly
- Pubs and Restaurants
- Flats, Bedsits and High Rise Residential (common areas)
- Commercial splits.



Your Responsibilities

YOU are responsible for fire safety in business or other non-domestic premises if you are:

- an employer
- the owner
- the landlord
- an occupier
- anyone else with control of the premises, for example a facilities manager, building manager, managing agent or risk assessor.

Your legal duties

As a **'Responsible Person'** you must manage any fire risk on your premises, to do this you must:

- carry out a fire risk assessment of the premises and review it regularly
- tell staff or their representatives about the risks you've identified

Your legal duties

- put in place, and maintain, appropriate fire safety measures
- plan what to do in the event of a fire emergency
- provide staff information, fire safety instruction and training.

Topics for discussion...

1. **Fire Risk Assessments** – the starting point for all fire safety matters
2. **Testing & Maintenance** - what, when and how, fire doors, fire alarms, emergency lighting etc.
3. **Emergency Action Plans** – what to do in the event of a fire emergency
4. **Training** – staff inductions, fire marshals, fire evacuation drills
5. **Record Keeping** – important documents, legal requirements, certificates, Fire Safety Log Book
6. **Inspections & Audits** – what to expect when we audit your premises.

1. What is a Fire Risk Assessment?

A **Fire Risk Assessment** is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aim of a Fire Risk Assessment is:

- To identify the fire hazards
- To reduce the risk of those hazards causing harm
- To decide what control measures you can put in place to reduce / remove the identified fire hazards



1. Do I need a Fire Risk Assessment?

- **YES** - legally you must carry out a suitable and sufficient Fire Risk Assessment for your premises
- If you employ five or more people (including any who work part-time or volunteer) you must keep a written record of your Fire Risk Assessment
- However, it is always best practice to keep a written record of what you find in your Fire Risk Assessment no matter how many people you employ
- Keeping a written record will save you time and effort when you come to review and update your Fire Risk Assessment. It will also show that you have carried out a Fire Risk Assessment when you are audited by Leicestershire Fire and Rescue Service.

Remember to regularly review your Fire Risk Assessment!

1. Who should carry out my Fire Risk Assessment?

A Competent person

- Someone who has enough **training, experience** and **knowledge** of fire safety and your business
- This may be you as a 'responsible person' or you can nominate a suitable employee
- A specialised Fire Risk Assessor
 - Institution of Fire Engineers www.ife.org.uk
 - Fire Sector Federation www.firesectorfederation.co.uk

Support & Guidance – CLG Guides

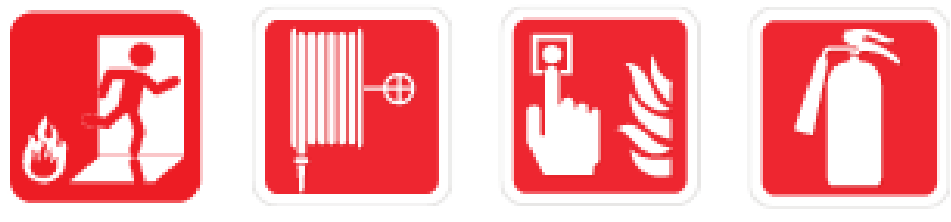
- Suitable for most small & medium sized businesses
- Practical examples and advice on how to manage fire safety
- Most common guides are available on the leics-fire.gov.uk and gov.uk websites



Guide	Use
 <i>Fire safety in factories and warehouses</i>	All factories and warehouse storage premises
 <i>Fire safety in premises providing sleeping accommodation</i>	All places where sleeping accommodation is provided, except hospitals, care homes, places of custody and single private dwellings
 <i>Fire safety in premises providing residential care</i>	Suitable for all residential and nursing homes, out-posted nursing care in single private dwellings, Home-based childminders
 <i>Fire safety in educational premises</i>	Teaching establishments ranging from crèches through to universities
 <i>Fire safety in small and medium places of assembly</i>	Public houses, clubs, restaurants and cafés, village halls, community centres and libraries accommodating up to 200 people
 <i>Fire safety in large places of assembly</i>	Suitable for premises where more than 200 people gather, eg shopping centres, large nightclubs, exhibition and conference centres, sports stadia, museums and libraries
 <i>Fire safety in theatres and cinemas</i>	Suitable for all theatres and cinemas accommodating more than 200 people
 <i>Fire safety at outdoor events</i>	Suitable for all open air events, eg theme parks, zoos, music concerts, sporting events, fairs and county fairs
 <i>Fire safety in hospital premises</i>	All hospitals
 <i>Fire safety in the transport network</i>	Suitable for all transportation terminals and interchanges, tunnels and sub-surface railways

2. Testing and Maintenance

You must keep any equipment, devices or facilities e.g. fire alarms, fire extinguishers, emergency lights, signs, fire exits and fire doors, in good working order.



You must carry out regular **daily**, **weekly** and **monthly** checks, servicing and maintenance (whatever the size of your premises)

Any defects must be put right as quickly as possible by a competent person

Annual maintenance must be carried out by a certified / accredited service engineer.

2. Daily Checks

- Walk all your escape routes to ensure they are clear from obstructions and combustible materials (rubbish)
- Remove bolts, padlocks and security devices from all fire exits
- Check all doors on escape routes swing freely and close fully
- Check fire alarm panel to ensure the system is active and fully operational (no faults)
- Check all emergency lights are in good repair and working
- Check all safety signs and notices are legible.



2. Weekly tests and checks

- Test fire alarms and any manually-operated warning devices (e.e. call points) weekly following the manufacturer's or installer's instructions

Test a different call point each week to ensure all are maintained and in good working order

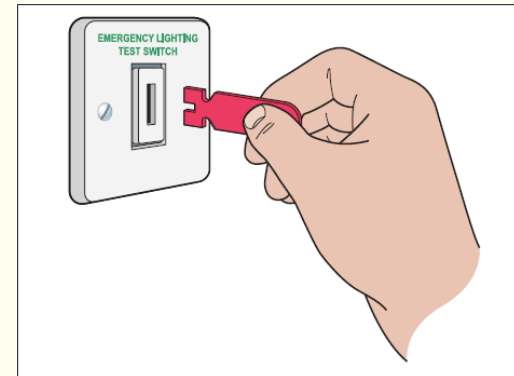


- Record all your weekly checks in your premises **Fire Safety Log Book** (this will be inspected at audit)

2. Monthly tests and checks

- Test all emergency lighting systems and safety torches to make sure they have enough charge and illumination according to the manufacturer's or supplier's instructions.





Most systems will need to be manually tested



- Depending on your type of installation you should be able to carry out most of the routine tests yourself.
- If you are not sure how to carry out these tests you should contact your supplier or other competent person.

2. Monthly tests and checks

- Check that fire extinguishers are correctly located and in good condition
- Check the **pin** and the **pressure gauge**

Main types of portable extinguishers, their uses and colour coding			
WATER For wood, paper, textile and solid material fires	POWDER For liquid and electrical fires	FOAM For use on liquid fires	CARBON DIOXIDE (CO₂) For liquid and electrical fires
			
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires
The contents of an extinguisher is indicated by a zone of colour on the red body. Halon extinguishers are not shown since no new Halon production is permitted in the UK			



2. Annual tests and checks

- A **competent person** (such as a fire alarm engineer) must maintain your fire alarms, emergency lighting and all firefighting equipment e.g. fire extinguishers
- The CLG Guides provide an example of a fire safety maintenance checklist (**Appendix A.1**)
- Keep a record of all maintenance and testing in your premises **Fire Safety Log Book**.
- This will be inspected during your audit



3. Emergency Action Plans

An Emergency Action Plan tells everyone in your premises what to do in the event of fire.

- You must have an Emergency Action Plan for dealing with a fire situation
- Emergency Action Plans must be recorded and available for your employees, their representatives (where appointed) and our Inspecting Officers
- In small offices and shops the Emergency Action Plan may be no more than a simple fire action notice
- People with disabilities must be considered.



3. Fire Drills

Once your **Emergency Action Plan** has been developed you will need to perform regular Fire Drills to evaluate its effectiveness.

- Fire Drills should be carried out at least annually
- If you have a high staff turnover, you may need to carry out a Fire Drill more often
- An effective Fire Drill will confirm understanding of the staff training and your Emergency Action Plan
- Record the outcomes of the Fire Drill in your premises **Fire Log Book**
- These records will be checked during your audit



4. Staff Training

Legally you must provide adequate fire safety training for all of your staff.

- Outcomes of your Fire Risk Assessment
- Emergency Action Plan
- Roles and responsibilities of staff (including any Fire Marshals)
- Practice your Fire Drills
- Fire extinguisher training (for nominated staff)



4. Staff Training

- All staff must be given information and instruction **on day one** and regularly after that.
- Make sure you include staff who work outside normal working hours, such as **contract cleaners** or **maintenance staff**.
- In small premises your staff training may be no more than showing new staff the fire exits and giving verbal basic instructions on what to do if there is a fire.



5. Record Keeping

Accurate records should be kept in your premises **Fire Safety Log Book** and stored in a secure place on the premises (e.g. in the managers office)

- Record all defects, regular tests, false alarms and all maintenance carried out
- Record all staff training including details of the content covered and the dates it was delivered
- Record all of your Fire evacuation drills
- Records should be available for inspection by our Inspecting Officers during your audit

LEICESTERSHIRE
FIRE and RESCUE SERVICE

Fire Safety Log Book

Premises Details

Premises name:	
Premises address:	
Date from:	
Date to:	

Location of Fire Safety Log Book

Paper form:	
Digital form:	

SAFER PEOPLE SAFER PLACES

6. Fire Safety Audit – What to expect

- Inspection of documentation
- Fire Alarm Systems
- Emergency Lighting
- Compartmentation
- Fire Doors and Escape Routes
- Fire Extinguishers
- Housekeeping
- Any other significant hazards



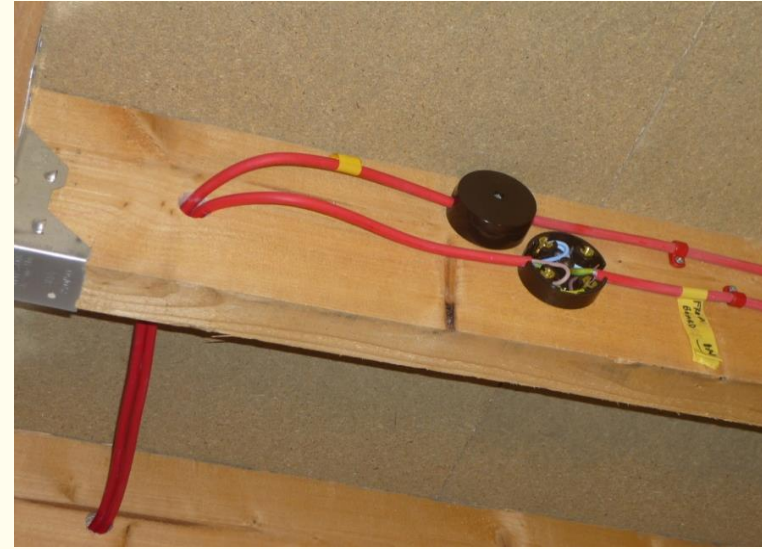
6. Fire Safety Audit - Outcomes

After your audit

- Educate & Inform
- Notification of Deficiencies
- Enforcement Notice
 - Action Plan
- Prohibition Notices
- Prosecution



Fire Alarm Systems



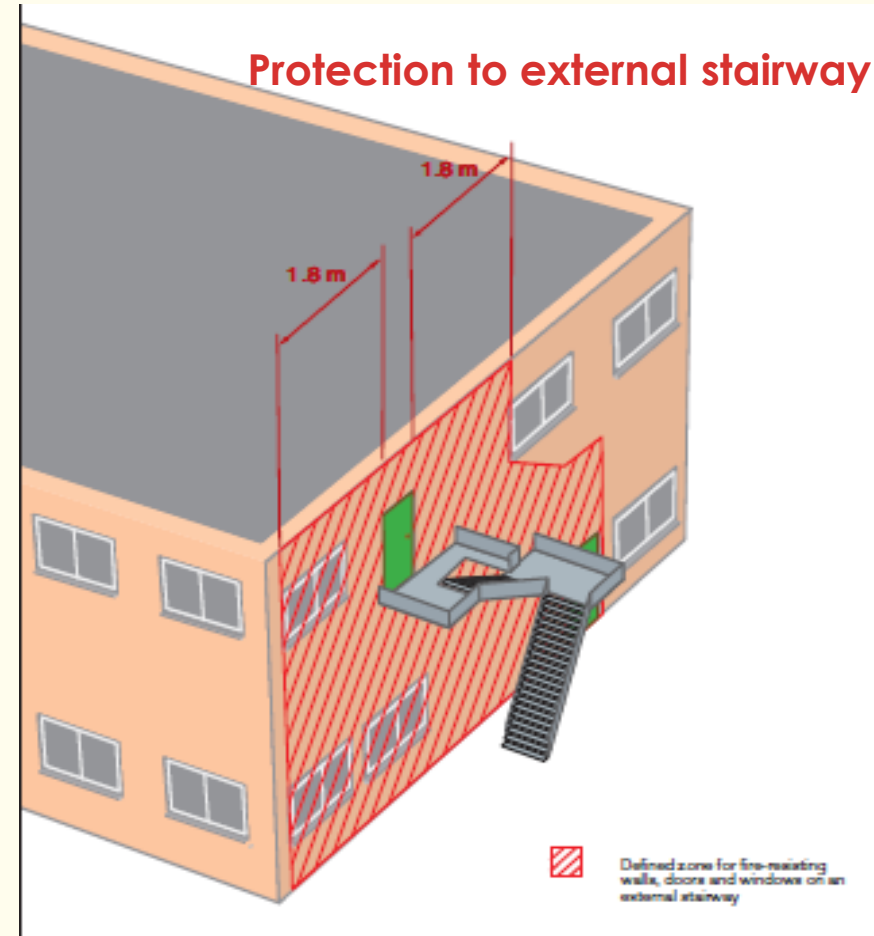
Internal Means of Escape



External Means of Escape



External Means of Escape



Fire Doors



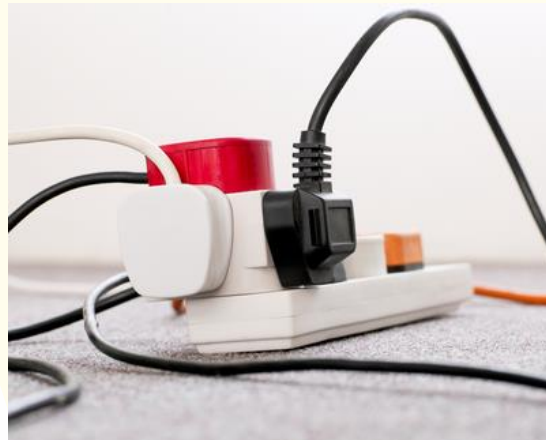
Housekeeping



In the UK 27% of non dwelling building fires in 2019-2020 were deliberately set

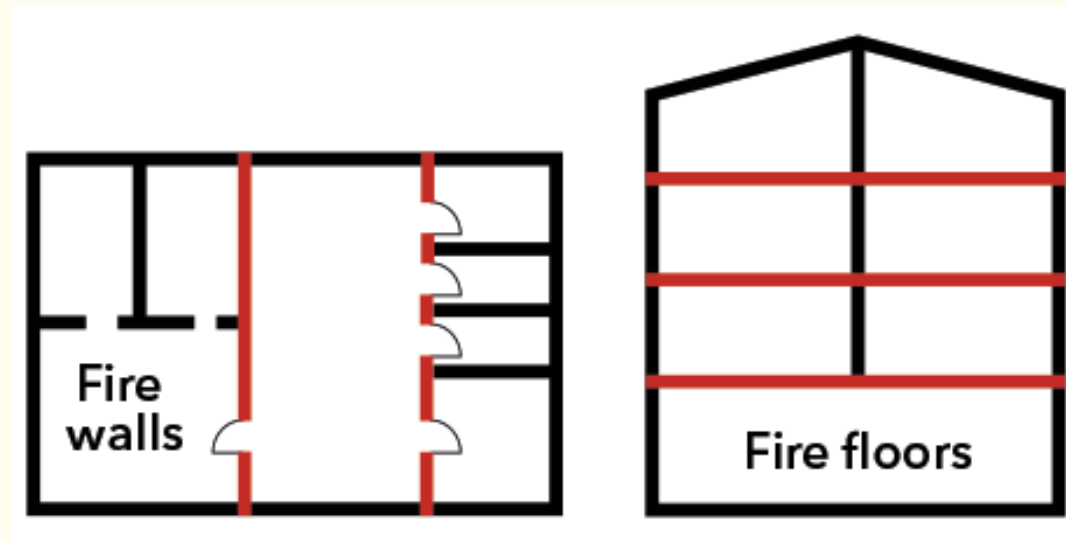
Source: NFCC

Other significant hazards



Fire Separation / Compartmentation

Effective **compartmentation** is designed to prevent a fire from spreading to other parts of the building, ensuring the fire burns itself out in the room of origin.



Typically types of compartmentation are internal **walls, floors, ceilings and doors** that will resist the passage of fire for a **specified period of time**.



Fire Separation and Compartmentation



No Fire Stopping



Excellent Fire Stopping

Commercial Splits (Sleeping Above a Shop)



Fire Separation / Compartmentation

- Should have **60 minutes** fire resisting construction between the commercial part (shop) and the sleeping part (flat) of the premises
- Stairs must not open directly into the shop or store area
- You must provide a protected route to a final exit at ground floor or;
- Provide emergency escape windows to habitable rooms (1st floor only)
- This should be supported by your Fire Risk Assessment and will vary between premises
- All structural fire protection and elements of fire compartmentation should be inspected annually and any remedial action carried out.



Government Guidance – CLG Guides

- These guides are written for the ‘Responsible Person’
- They are suitable for most small/medium sized businesses
- The guides provide practical examples and advice on how to manage fire safety.

Guide	Use
 <i>Fire safety in factories and warehouses</i>	All factories and warehouse storage premises
 <i>Fire safety in premises providing sleeping accommodation</i>	All places where sleeping accommodation is provided, except hospitals, care homes, places of custody and single private dwellings
 <i>Fire safety in premises providing residential care</i>	Suitable for all residential and nursing homes, out-posted nursing care in single private dwellings, Home-based childminders
 <i>Fire safety in educational premises</i>	Teaching establishments ranging from crèches through to universities
 <i>Fire safety in small and medium places of assembly</i>	Public houses, clubs, restaurants and cafés, village halls, community centres and libraries accommodating up to 200 people
 <i>Fire safety in large places of assembly</i>	Suitable for premises where more than 200 people gather, eg shopping centres, large nightclubs, exhibition and conference centres, sports stadia, museums and libraries
 <i>Fire safety in theatres and cinemas</i>	Suitable for all theatres and cinemas accommodating more than 200 people
 <i>Fire safety at outdoor events</i>	Suitable for all open air events, eg theme parks, zoos, music concerts, sporting events, fairgrounds and county fairs
 <i>Fire safety in hospital premises</i>	All hospitals
 <i>Fire safety in the transport network</i>	Suitable for all transportation terminals and interchanges, tunnels and sub-surface railways

Summary

- Remember that over 86% of businesses never recover from a significant fire
- As a 'Responsible Person' you have legal obligations to protect yourself, your staff and visitors in and around your premises from fire
- As an enforcing authority we will be auditing your premises
- Please familiarise yourself with your duties as a 'Responsible Person'

Remember we are here to support you!

Feedback Survey

Please take a couple of minutes to complete this quick Snap Survey. Your responses will help us deliver more free training in the future.





Fire Protection Team

0116 210 5555

firesafety.advisors@leics-fire.gov.uk

LEICESTERSHIRE
FIRE and RESCUE SERVICE