A guide to the regulatory reform (fire safety) order 2005 (RRO)

how it affects you?

Humberside Fire and Rescue Service working in partnership with ADT
Introduction to this information booklet

This booklet has been produced by Humberside Fire and Rescue Service in partnership with ADT, the UK’s leading provider of electronic fire and security solutions, to assist you to understand and implement the basic principles of the Fire Risk Assessment process.

Background to Legislation

The new legislation will place a greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and the self employed with premises separate from their homes. It covers general fire precautions and other fire safety duties required to protect the Relevant Person, (Employees and anyone who is or maybe lawfully on the premises; or any person in the vicinity of the premises who is at risk from a fire on the premises). So if you are the owner or operator of a building (that does not comprise solely of a domestic premises), business or similar activity, the (RRO) will apply to you, the premises and the occupants.

The Fire Safety Order will apply in England and Wales (Scotland and Northern Ireland will have their own laws). The Order will repeal the Fire Precautions Act 1971 (Fire Certificates will cease to have legal status) and revoke the Fire Precautions (Workplace) Regulations 1997 (amended 1999).

*Department for Communities and Local governments.
What does this mean for me and my premises?

Responsibility for complying with the Fire Safety Order rests with the ‘Responsible Person’. For a workplace, this will be the employer and any other person who may have control of any part of the workplace, e.g. the owner or occupier. In all other cases the person in control of the place and or activities will be responsible.

The Responsible Person must carry out a Fire Risk Assessment (an assessment of the risks from fire) and take reasonable steps to remove or reduce the risk. Attention should also be paid to those who may be at greater risk, such as the disabled, the young and those with learning difficulties. The Fire Risk Assessment should take into consideration dangerous substances likely to be on the premises that have the potential to cause harm or contribute to fire.

The responsible person must provide a suitable and sufficient level of general fire precautions. These should include:

- Appropriate measures to reduce the risk of fire
- Appropriate measures that will limit the spread of fire should one occur
- Appropriate Means of detecting and giving warning in case of fire
- Appropriate measures to ensure that the means of escape from the premises can be safely and effectively used at all times
- Appropriate portable fire extinguishers for the risk identified in relation to means of fighting fire on the premises
- Appropriate signs, notices and lighting to enable persons to escape safely from the premises.

The actions to be taken in the event of fire on the premises should include:

i. Instruction and training of staff
ii. Measures to lessen the effects of fire.

If you employ five or more people, or if a license issued under another piece of legislation is in force, you must record the significant findings of the Fire Risk Assessment. An example of such licences include a “Premises license” issued under the Licensing Act 2003.
risk assessment

Step 1 | Identify Fire Hazards
- Sources of ignition
- Sources of fuel
- Work processes.

Step 2 | Decide who might be harmed and how

Step 3 | Evaluate the risks and decide on precautions
- Evaluate the risk of a fire starting
- Evaluate the risk to people from a fire starting somewhere in the building
- Remove or reduce the hazards that may cause a fire
- Remove or reduce the risks to people from a fire.

Step 4 | Record your findings and implement them
- Record the significant findings and action taken
- Prepare an emergency plan
  - Contingency plan
- Inform, instruct, co-operate and co-ordinate
  - Information and instruction
  - Co-operation and co-ordination
- Fire safety training.

Step 5 | Review your assessment and update if necessary
- Ensure adequate fire detection and safer means of evacuating the building in case of an emergency.

Review and Revise
Further Assistance and information

A series of guides have been produced by the government to assist you in preparing your Fire Risk Assessment. The guides will be available on the web from The Department for Communities and Local Government (DCLG) at www.firesafetyguides.communities.gov.uk or contact your local council representative.

The following is a list of the eleven Regulatory Reform Fire Safety Order guides:

1. Offices and Shops
2. Public Houses and Entertainment venues
3. Premises providing Sleeping Accommodation
4. Residential Care
5. Small and Medium Places of Assembly
6. Large Places of Assembly
7. Factories and Warehouses
8. Theatres and Cinemas
9. Educational Premises
10. Healthcare Premises
11. Transport Premises and Facilities
12. Open Air Events.

A small entry-level guide is also being produced. All of the guidance documents will be available to download free of charge from this site, as well as via the Small Business Service on the Business Link websites. The Business Link website also contains guidance on current fire safety legislation.

If you wish to contact a member of the team at the Department for Communities and Local Government (DCLG), please e-mail the Fire Regulations and Safety Team at frs@communities.gsi.gov.uk

Independent Risk Assessments

Independent companies are available to undertake the requirements of the risk assessment on your behalf. This information can be found on the Internet by using the key words ‘Fire Risk Assessment’ in the chosen search engine or via the Yellow Pages.
remote monitored fire alarm systems

According to government statistics, the UK Fire Service attends around 479,500 false fire alarms caused by fire alarm systems each year. (Fire Statistics 2003)

The cost to the taxpayer is around £1 billion each year. Unwanted fire alarms put lives at risk either to the fire crews responding to the emergency incident or by a delayed response to a real fire.

Fire and Rescue Services have now been tasked with reducing the current levels of unwanted fire alarm signals sent from remotely monitored alarm receiving centres (ARC).

The Chief Fire Officers Association (CFOA), have launched a Model Fire license Agreement based on the successful model developed for the security alarm sector. The aim is to reduce the impact of false alarms on business and commerce and improve fire safety management of protected premises.

The agreement will be implemented in three stages and eventually will apply to every fire detection and alarm system remotely monitored via an Alarm Receiving Centre.

- From 1 April 2005 all known poor performers must register to be issued with a Unique Reference Number (URN) and any system with a URN must be regularly maintained.
- From 1 April 2007 formal review of the remaining systems for registration consideration and all systems with a third party accredited company.
- From 31 March 2008 all new systems must be designed, installed and commissioned by a third party accredited company with BS 5839-1:2005 within their scope.

To find out more on the URN policy in your fire service area please visit www.humbersidefire.gov.uk
Arson attacks threaten the existence of 50 businesses every day and most businesses will only recover approximately 50% of the true cost of major fire through insurance.

What do you need to do?

- Carry out an Arson risk assessment as part of the Fire Risk Assessment process
- Appoint one or more competent persons to assist you in undertaking suitable ‘preventative and protection’ measures aimed at combating the risk of arson
- Invest time in fire safety management and prepare contingency plans
- Remove, where possible, all risks of fire and potential false alarms.

What should be taken into account?

- Deter unauthorised entry onto your premises by monitoring all visitors and their movements; instruct staff to report any suspicious or unauthorised individuals
- Nominate a person responsible for securing your building at the end of each day
- Provide a secure storage area for waste bins, to prevent them being used as ignition source for fire
- Ensure your roof area is not easily accessible.

There are 17,500 arson attacks on commercial properties every year. That’s 42% of all fires.

(Arson prevention Bureau)

To find out more on arson awareness and campaigns in your fire service area please visit www.humbersidefire.gov.uk
Key Contacts:

Humberside Fire and Rescue Service have joined forces with ADT in a partnership to promote fire safety, fire prevention, fire detection and the reduction of false alarms. This Regulatory Reform (Fire Safety) Order booklet was produced in partnership with ADT.

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ADT’s commitment to the highest standards of quality assurance underpins everything that we do.
Here are some of our current accreditations and trade association memberships.

For further information on how ADT can help you, contact your local ADT office or phone free on 0800 010 999 or visit us at www.adt.co.uk

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If you would like more details on how ADT can assist you with your fire requirements please complete the following or visit www.adt.co.uk/fire

Name:________________________________________________________

Position:_____________________________________________________

Company:____________________________________________________________________

Address:_____________________________________________________________________

Postcode:_____________________________________________________________________

Tel:___________________________________________________________________________

Fax:___________________________________________________________________________

E-mail:________________________________________________________________________

Website:_______________________________________________________________________

Number of employees:___________________________________________________________

Type of business:________________________________________________________________

Please contact me to discuss how ADT can help my business and the implementation of the RRO