



LEICESTERSHIRE
FIRE and RESCUE SERVICE

What is a Fire Safety Audit?

You will have been **contacted** by one of our inspecting officers for one of the following **reasons**:



To carry out a fire safety audit as part of our annual risk-based inspection program to ensure you are compliant with the Regulatory Reform (Fire Safety Order) 2005 (as amended).



Following a fire at your premises



A fire safety concern has been received about your premises.

A fire safety audit is an **examination** of the premises and relevant **documents** to ascertain how the premises are being **managed** with regards to **fire safety**.

You will need to **demonstrate** to our officers that you have met the duties required by the **Regulatory Reform (Fire Safety Order) 2005 (as amended)**.

To **demonstrate** that you are **complying** we shall:



Need to see a number of documents that will provide evidence against each of the articles within the Fire Safety Order. (See list of documents below)



Look around your premises to clarify what we have seen within the documentation. (You are to ensure that you have access (keys) to all areas of the premises)



Ask staff questions to clarify their learning and understanding of their fire safety awareness.

This document has been created to ensure that you are prepared for our inspection. In order for us to limit the amount of time we are with you, some relevant documentation can be sent to the inspecting officer prior to the inspection or you can provide it at the time of the inspection.

Please note that the documents listed within this booklet are generic for all property types so may not be relevant to your premises.

Additionally, there may be additional documentation required to be seen that are not listed within this booklet which are specific to your premises these will be requested at the time of the inspection.

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If you require this document in an alternative format or language please contact
firesafety.advisors@leics-fire.gov.uk

Fire Risk Assessments (FRA)

A fire risk assessment is a process of **identifying fire hazards** and **evaluating the risks** to people, property, assets and the environment arising from them. It takes into account the adequacy of existing fire precautions and helps the assessor decide whether or not the fire risk is acceptable without further fire precautions.

From **October 2023** all non-domestic premises must now keep a **record** of a full and completed FRA, including all the **findings**, as well as the fire safety **arrangements** for their premises.



This is a document that understands the potential risks to the people within your premises, then improving the fire safety precautions to keep those people safe.



Any information raised for the fire risk assessment that could have an impact on other people's safety should be passed onto them to mitigate the risks to them.



The RP is to ensure that the person they employ to carry out the FRA is competent to do so.

- Has the relevant skills, knowledge and understanding of the fire safety legislation.



Must record the identity of the individual and the organisation (if applicable) engaged by them to undertake or review the FRA.



Must record their fire safety arrangements – in other words, they must demonstrate how fire safety is managed in the premises. – See “fire safety policy”.



Must hold as much information as possible about its premises fire safety.

- The following links are ways of assisting you in finding a fire risk assessor.

- **[The Institution of Fire Engineers \(IFE\)](#)**
- **[British Approvals for Fire Excellence \(BAFE\)](#)**
- **[The Institute of Fire Safety Managers \(IFSM\)](#)**
- **[A guide to choosing a competent fire risk assessor.](#)**



CLICK HERE



Management

If you are the **Responsible Person (RP)** within your company, the following links may be some assistance to you:

- [Are you the responsible person for Fire Safety?](#)
- [FREE Courses and Events](#)
- [Further advice and documents to assist you](#)



Guidance is available to you on the following [link](#) that is specific to your type of premises.



The government says the new requirements aim to help residents feel more informed and involved and as such, requires RPs of buildings which contain two or more sets of domestic premises to provide the following information to residents:

- Any risks to residents identified in the FRA;
- The fire safety measures provided for the safety of any or all occupants (such as the means of escape, the measures to restrict the spread of fire and what people should do in the event of a fire);
- The name and UK address of the Responsible Person;
- The identity of any person appointed to assist with making or reviewing the fire risk assessment;
- The identity of any competent person nominated by the Responsible Person to implement firefighting measures;
- Any risks to relevant persons throughout the building that have been identified by other Responsible Persons in the building.

Fire Safety Policy

A **document** specifically tailored to a building, reviewing all aspects of the building's fire safety features including **construction, evacuation strategy, escape routes** and other **fire safety features/measures**. You are also to identify the management arrangements in place such as identifying those person that are responsible for each of the fire safety arrangements within the premises.



Means of warning – analysing the standard of fire detection required for the premises.

- Is the premises required to be linked to an alarm receiving centre in order for the soonest possible arrival of the fire and rescue service (FRS)?
- Where other actions are required to be taken automatically in the event the alarm is raised (cause and effect), are they effectively implemented and interfaces with the alarm and detection system suitably established? Such as for the release of fire doors, fail-safe for secured doors to open, or impacts on ventilation systems to prevent the spread of smoke etc.



Means of escape – analysing the travel distances and whether the existing escape routes leading to a place of ultimate safety are suitable and sufficient for all persons at risk in the premises and the intended capacities.

- Provision of emergency/external lighting and signs to aid escape
- Emergency plans displaying designated evacuation routes that lead to a place of ultimate safety?



Internal fire spread/passive fire protection – analysing that the level of internal protection required along escape routes (including protected routes, fire doors, the treatment of service penetrations and joints in construction) is necessary in order to ensure fire separation is achieved to aid safe evacuation, and meet other fire safety objectives including those required by Building Regulations (such as for maximum compartment size) or those implemented at the behest of the building owner/operator (such as to protect areas of high financial or strategic value).

- Consideration should also be made of specific requirements for linings to ensure that surface flame spread is effectively minimised – is the existing compartmentation satisfactory?



External fire spread – analysing the possible degree of further damage should the fire spread externally via breakout, across roofs, via cladding or other materials used on the external envelope, or through the transfer of heat to adjacent buildings.



Access/facilities for the FRS – ensuring all provisions satisfy both the Building Regulations and the local fire authority, which includes reviewing external vehicle access; hydrants; and establishing if there is a requirement for rising fire mains, access points, firefighting lifts etcetera.



Other factors – these may include the use of sprinkler or other suppression systems, smoke control and ventilation systems and such like:

- The implementation of such systems may be used to compensate in a building with increased risks present, such as extended travel distances, limited means of escape, large compartment sizes or significant life risk (such as in healthcare) etcetera - commonly in such circumstances, an approach in line with BS 9999 or a fire engineered solution will be implemented.



Fire safety management for the building – including the adopted evacuation strategy and fire safety training specific to the building staff employed to work there, addressing any specific fire risks within the premises and detailing particular duties which should be performed during an evacuation for certain staff.

- Company policy and procedures to be implemented, such as maintaining compliance with fire risk assessments; maintenance and testing of internal systems; implementing in-house fire door checks; arranging planned preventative maintenance (PPM) schedules for the fire protection systems and any other relevant services; management of contractors and creating hot work permits.



Evidence to show that the use of mobility scooters being used within such premises as care home / sheltered accommodation are being managed effectively.



Further guidance can be found on the following link(s):

- [NFCC Guidance](#)

CLICK HERE



In-house Testing and Maintenance Regime



Fire Alarm system:

- Documented evidence to show that a “weekly test” has been carried out by a competent person.
- Evidence to show that all manual call points are being tested throughout the year.
- Where a defect has been identified, the defect will have been recorded and rectified.



Smoke ventilation systems – Automatic opening vents (AOV)

- Documented evidence to show that a “weekly test” has been carried out by a competent person to ensure that any smoke ventilation operates on activation of the fire alarm.



Emergency Lighting:

- Documented evidence to show that a “monthly test” has been carried out by a competent person on all internal and external units.
- Where a defect has been identified, defect will have been recorded and rectified.



Fire extinguishers & Signage:

- Documented evidence to show that a “monthly test” has been carried out by a competent person for all extinguishers in the premises.
- Where a defect has been identified, defect will have been recorded and rectified.



Fire doors:



- Documented evidence to show that “regular tests” are being carried out by a competent person for all fire doors in the premises - 3 / 6 monthly inspections to ensure that they operate as expected.
- Where a defect has been identified, defect will have been recorded and rectified.



Laundry:

- Regular cleaning of lint filters on tumble dryers.
- Some are required to have annual inspections due to being gas-powered or under a maintenance schedule with providers that should give certification/documentation.



External escape:

- Regular maintenance



Sprinklers:

Weekly routine

- All water / air pressure gauge readings.
- Water levels in water supplies which are not town mains.
- Correct position of all stop valves.
- Each water motor alarm should be sounded for no less than 30 seconds.
- Automatic pumps should be started by simulating a drop in pressure.
- Heating systems to prevent freezing.

Monthly routine

- All batteries in the system are functional.



Open fires / Log burners

- Management around the use / extinguishing times.

Further guidance can be found on the following link:

- **National Association Of Chimney Sweeps**



Contractors & Visitors



- Evidence of a signing in process for any contractors or visitors that will be visiting your premises.
- Evidence of a hot works policy is in place where any form of hot works takes place in your premises.

Further guidance can be found on the following link(s):

- **What is hot works?**



Co-operation and Co-ordination

RPs must **identify** whether there are other responsible persons in their premises, and if there are, then they must **share** with all other responsible persons their name and a UK-based address which can receive notices or other documentation.

The RPs are also required to **inform** each other (in writing) of the extent of their **responsibilities** under the Fire Safety Order and must make a **record** of this information.

If an RP has a **new RP** taking over their part of the premises, then they should let the other RPs know, to allow for the above information to be shared with them. The following information must be **passed** to the new RP:



The fire risk assessment and review records (including any fire safety information provided by other Responsible Persons)



The identity of any person who assisted with the fire risk assessment/review



The name and UK address of any Responsible Person or any person acting on behalf of the Responsible Person who will accept notices or other documentation.



The identity of the Accountable Person, where known (if a higher risk residential building)



Any information given under regulation 38 of the Building Regulations 2010 (such as the information provided when a building is built or extended).

Where you **share premises** with others (this includes people who are self-employed or in partnership), **each responsible person**, i.e. each employer, owner or other person who has control over any part of the premises, will need to **co-operate** and **co-ordinate** the findings of their separate fire risk assessments to ensure the fire **precautions** and **protection** measures are effective throughout the building.

In **multi-occupancy commercial buildings**, other Responsible Persons (RP) would not only include the other businesses but would also include a landlord (and possibly a managing agent) who has overall responsibility for the safety within the building."

Staff Training



Evidence to show that:

- All employees receive an “induction programme” at the start of their employment with the company.
- Refresher training is taking place “Periodically / regular intervals” (generally annually) to ensure that they are aware of the contents of the fire risk assessment, the fire safety arrangements within the building and ways to prevent fires occurring.
- Additional training is provided to those people with additional responsibilities such as fire marshals.
- Annual training is provided to the nominated staff members on how to practically use the fire extinguishers that you have provided within the premises.

Certification



Fire Alarm

- Annual / 6 monthly certification of the fire alarm being tested by a competent person.



Emergency Lighting

- Annual / 6 monthly certification of the emergency lighting being tested (3-hour discharge tests) by a competent electrician.



Fire Extinguishers

- Annual certification of them being tested by a competent person.
- Where “P50 fire extinguishers” are in place:
- Evidence to show the purchase date / 10 year service expiry date



Smoke ventilation systems / Automatic Opening Vents (AOVs)

- Annual certification to show that these have been tested by a competent person / fire alarm engineer.



Dry / Wet risers:

- 6 monthly inspections to ensure that all valves are fully serviceable.
- Annually tested consisting of a wet test to ensure that there is no leakage.
- Wet risers – Water tanks and booster pumps should be checked for correct operation.
- Evidence of any defects founds and remedial works that have been completed by a competent person.



Sprinklers

Quarterly routine

- Review of hazards in the building
- Sprinkler heads should be cleaned.
- Pipework and hangers checked for corrosion and electrical earthing connections.
- Each water supply should be tested.
- All stop valves and flow alarms should be operated to ensure correct operation.

Six monthly routines

- Dry alarm valves should be operated.

Yearly routine.

- Flow test / automatic flow test
- Diesel engine fail to start test.
- Float valves on water storage tanks
- Pump suction chambers and strainers.

Three yearly routines.

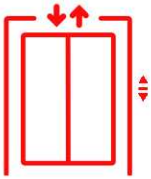
- Storage ad pressure tanks.
- Water supply stop valves, alarms and non-return valves.

Ten yearly routines.

- All water storage tanks should be cleaned and examined.

25-year routine.

- Pipework to be flushed and hydro-statically tested to a pressure equal to the maximum static pressure or 12 bar (whichever is the highest).



Elevators / Fire fighting lifts:

- Regular servicing

[CLICK HERE](#)



Electrical Installation Condition Report (EICR):

- Certification of the “satisfactory” outcome of the inspection of your hard-wired electrical circuits within your premises that has been tested and maintained by a competent qualified electrician – this is a legal requirement.
- Evidence of the remedial works being completed where an “unsatisfactory” outcome is received.



Gas Safety

- Annual certification of the gas supply to the premises being inspected and maintained by a competent qualified “gas safe” engineer – this is a legal requirement.



Electrical Equipment Testing (EET) - formerly known as Portable Appliance Testing:

- Evidence that annual testing is being carried out for all portable appliances within your premises.
- This is not a legal requirement; however, it does show due diligence that you are reducing the risk of fire within your premises.

Further guidance can be found on the following link(s):

- [Portable appliance testing - Answers to popular questions](#)
- [PAT Testing Explained](#)

[CLICK HERE](#)





Kitchen (TR19):

- Extraction systems - Certification to evidence that annual cleaning is taking place.
- Suppression systems - Certification to evidence that annual maintenance is taking place.



Lighting protection:

There is no legal requirement for such a system to be installed to your building however your fire risk assessment may consider the following points when deciding if it is required.

- Where large numbers of people congregate.
- Where essential public services are concerned.
- Where the area is one where lighting is prevalent.
- Where there are very tall, isolated structures.
- Structures of historic or cultural importance.
- Structures with explosive or flammable contents.

An annual service is required which at the end of the inspection a document should be provided as evidence of maintenance.



Solar panels:

- PV (solar panel installations) should be serviced and maintained in accordance to the installer's instructions to reduce the risk of fire. The schedule of maintenance should be in compliance with the service contract, warranty conditions and/or performance guarantees. Ensure that the isolation points for the PV (solar) panels are marked on any plans and kept in the fire risk information box so that if involved in fire the panels can be isolated.



Open fires / Log burners:

- Evidence to show that these are being swept / maintained as recommended by NACS:
 - Smokeless Fuels: At least once a year
 - Bituminous Coal: At least twice a year
 - Wood: Quarterly when in use
 - Oil: At least once a year
 - Gas: At least once a year
 - Biomass: At least once a year

Emergency Action Procedures (EAP)

A **step-by-step** written process of what you do in the event of a fire alarm activation / discovering a fire.

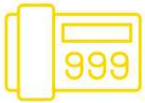
This will describe each individual's **responsibility** for example:



Who will investigate the fire alarm panel.



Who will investigate / confirm the location of the fire.



Who will call 999.



Who will ensure that everybody is out of the building.



Who should tackle the fire using the fire extinguishers provided?



For employees and regular visitors who are in your building a plan will be required, they can be provided with an individual plan through the human resources department or building manager. The plan must be tailored to their individual needs and is likely to give detailed information on their movements during an escape. It is also possible that there will be some building adaptation to facilitate their escape and to reduce the need for personal assistance.



Sleeping accommodation, e.g. in a hotel, part of the booking-in procedure should include the offer of a suitable escape plan. Additional accessible information is required in each room, adjacent to the evacuation procedures for all residents.

Fire Drills



Evidence to show that:

- You are testing your Emergency Action Plan (EAP) in the form of a fire drill.
- Times and dates of drills taking place.
- All staff members (taking into account any new, seasonal, hybrid or a high turnover of staff) are taking part annually.
- Are taking place during all working hours (day and night shifts).
- You are able to evacuate (building or compartment) in the required time.

Important Links

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- The Institution of Fire Engineers: <https://www.ife.org.uk/Fire-Risk-Assessors-Register>
- British Approval of Fire Excellence: https://www.bafe.org.uk/bafe-fire-safety-services/fire-risk-assessment?gclid=Cj0KCQiAgqGrBhDtARIsAM5s0_IHSsjRM_eIUKCkdnvc2_LbSjhjUUZrNNdRBI-g5Ero-8YAb8V7KEEaAtCaEALw_wcB
- The Institute of Fire Safety Managers: <https://ifsm.org.uk/fire-risk-assessors/>
- A guide to choosing a competent fire risk assessor: https://www.firesectorfederation.co.uk/wp-content/uploads/2020/10/FSF_Guide_V2.pdf



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- Are you the responsible person for Fire Safety?: <https://www.youtube.com/watch?v=Eujz87MRCKo>
- Free Courses and Events: <https://leics-fire.gov.uk/your-safety/at-work/educate-training-courses-events/>
- Further advice and documents to assist you: <https://leics-fire.gov.uk/your-safety/at-work/>
- Guidance: <https://www.gov.uk/government/fire-prevention-and-rescue>



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- NFCC Guidance: https://nfcc.org.uk/wp-content/uploads/2023/07/09062018_NFCC_Mobility_Scooter_Guidance_Final.pdf



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- Fire Doors: https://www.youtube.com/watch?v=6OseWtK_C8c



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- National Association of Chimney Sweeps: <https://nacs.org.uk/wp-content/uploads/2021/03/HYHS-Leaflet-2017.pdf>



- What is hot works?: <https://www.thefpa.co.uk/advice-and-guidance/advice-and-guidance-articles/what-is-a-hot-work-passport->



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- Electrical Installation Condition Report:
https://www.electricalsafetyfirst.org.uk/find-an-electrician/periodic-inspection-explained/guide-to-condition-reports/?gclid=CjwKCAiA1MCrBhAoEiwAC2d64dTMTGkT9aR1Oz1f7P2VNN_CQUfu5aQIQn3ePlyhoWtwTcew_OEikhoCH-UQAvD_BwE



- Portable Appliance Testing: <https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>



- PAT Testing Explained: <https://www.electricalsafetyfirst.org.uk/find-an-electrician/pat-testing-explained/>





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