ISLE OF WIGHT FIRE AND RESCUE SERVICE

FIRE SAFETY ADVICE AND GUIDANCE FOR LICENSED PREMISES

Guidance and Advice on Requirements for Fire Risk Assessments for Licensed Premises

Use the links below to find out the relevant pieces of information you require:

Part 1 - What is a Fire Risk Assessment?

It is an organised look at the activities and work practices undertaken in a licensed premises whist providing a service to members of the public to ensure the activities and practices could not cause harm to the public and staff.

Before you start your Fire Risk Assessment

Check whether any of the fire safety arrangements in your workplace have previously been approved under other fire safety, licensing or building legislation. If this is the case, an assessment of the fire precautions required under that legislation will have been made at the time by, or in consultation with, the fire authority or the building control authority. Regardless of any previous approval, you will still need to carry out a fire risk assessment and record the significant findings. Should however, the previous approval cover all of the matters required by the Regulatory Reform (Fire Safety) Order and, conditions have remained unchanged, e.g. numbers of people present, work activity etc., then your fire risk assessment may well show that few, if any, additional precautions are necessary.

Your risk assessment may identify additional matters which need addressing if the previous approval was given according to an out-of-date standard of fire precautions, or the approval was under legislation which does not cover all the requirements of the Regulatory Reform (Fire Safety) Order.

Part 2 - How to do a Risk Assessment

A fire risk assessment will help you determine the chances of a fire occurring and the dangers from fire that your premises poses for the people who use it. A risk assessment is not a theoretical exercise. However, much work can be done on paper from the knowledge you and your employees have of the workplace. A tour of the workplace will be needed to confirm, amend or add detail to your initial views.

For fire risk assessments there are five steps that you need to take:

Part A - Identify potential fire hazards in the workplace (e.g. ignition sources, fuel sources and working practices and entertainment activities).

Step B - Decide who (e.g. employees, visitors) might be in danger in the event of a fire in the workplace or while trying to escape from it, and note their location.

Step C - Evaluate the risks arising from the hazards and decide whether your existing fire precautions are adequate or whether more should be done to get rid of the hazard or to control the risks (e.g. by improving the fire precautions).

Step D - Record your findings and details of the action you took as a result. Tell your employees about your findings.

Step E - Keep the assessment under review and revise it when necessary.

Training Employees

The type of training should be based in the particular features of your workplace

- Should explain your emergency procedures
- Take account of the work activity, the duties and responsibilities of employees
- Take account of the findings of the risk assessment
- Be easily understandable by your employees

You should ensure that all employees (and contractors) are told about the evacuation arrangements and are shown the means of escape as soon as possible after attending your premises.

Training should be repeated as necessary (usually once or twice a year) so that your employees remain familiar with the fire precautions in your workplace and are reminded about what to do in an emergency – including those who work in the premises outside normal hours, such as cleaners or shift-workers. It is very important that you tell your employees about any changes to the emergency procedures before they are implemented.

Training should preferably include practical exercises, e.g. fire drills, to check people's understanding of the emergency plan and make them familiar with its operation. In small workplaces, this might consist of making sure that employees are aware of details of the Fire Action Notice.

Your training should include the following:

- The action to take on discovering a fire
- How to raise the alarm and what happens then
- The action to take upon hearing the fire alarm
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits

- The arrangements for calling the fire service
- The evacuation procedures for everyone in your workplace to reach an assembly point at a safe place
- The location and, when appropriate, the use of fire-fighting equipment
- The location of all escape routes, especially those not in regular use
- How to open all escape doors, including the use of any emergency fastenings
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of fire
- The reason for not using lifts (except those specifically installed or adapted for evacuation of disabled people, see 'Use of lifts as a means of escape'
- The importance of general fire safety and good housekeeping

In addition to the training in general fire precautions, employees should be informed of the risks from flammable materials used or stored on the premises. They should also be trained in the precautions in place to control the risks, particularly their role in reducing and controlling sources of ignition and fuel for the fire. Those working in high-risk areas should receive specific training in safe operating procedures and emergency responses. Where appropriate, training should cover:

- Standards and work practices for safe operation of plant and equipment and safe handling of flammable materials (especially flammable liquids)
- Housekeeping in process areas
- Reporting of faults and incidents, including leaks and spills of flammable liquids
- Emergency procedures for plant or processes in the event of fire, spills or leaks
- Relevant legal requirements

Further guidance on training is contained in the Approved Code of Practice to the Management of Health and Safety at Work Regulations 1992 (see the References section).

All the employees identified in your emergency plan who have a supervisory role in the event of fire (e.g. heads of department, fire marshals or wardens and, in some large workplaces, fire-fighting teams), should be given details of your fire risk assessment and receive additional training. This might include some or all of the measures listed at the beginning of this section.

For further technical detail and guidance you are strongly advised to attain the following Fire Safety Guides from the Communities and Local Government (CLG). These are free to download online or hard copies can be purchased from the CLG:

www.gov.uk

Part 3 - Essential Considerations

Essential Considerations for Licensed Premises when Carrying Out a Fire Risk Assessment

a. Emergency Lighting

Permanently illuminated exit signs are to be provided above all exit doors from premises. Escape routes both internal and external are to be illuminated by emergency lighting if no borrowed lighting (i.e. from external street lighting - not lighting supplied on the premises) is available or if premises used outside of daylight hours. All emergency lighting must conform to BS 5266 Part 1.

b. Fire Alarm System

In all areas, the assessment of risk is to be taken into account. Fire alarm systems conforming to BS 5839 Part 1 are to be considered in the following areas:

- Premises with more than one bar
- Premises with bar and function room
- Premises with more than ground floor, (i.e. bars, restaurants, meeting rooms, family rooms, function rooms, above or below ground floor)
- Premises with bar and separate restaurant
- Premises with bar and separate family room
- Premises providing sleeping accommodation
- Large premises with long or complicated escape routes
- Premises with facilities remote from bar or below or above ground floor

Other small premises, such as single bar public houses, may only require a manual operated warning device (i.e. bell, rotating gong).

c. Fire Fighting Equipment

To conform to current British Standards: EN3/BSEN3. Selection, installation and maintenance is to conform to British Standard 5306 Part 3: 1985.

d. Notices

Fire Exit signs are to be provided to clearly indicate the exit routes. These signs are to comply with the requirements of the Health and Safety (Safety Signs and Signals) Regulations, 1996. Signs conforming with British Standard 5499: Part 1: 1990 are deemed to comply with the regulations as are these conforming with British Standards 5499: Part 1: 2002.

You are advised that in order to have met the requirements of the Health and Safety (Safety Signs and Signals) Regulations, 1996, fire fighting equipment must be identified by using a specific colour for the equipment and placing a location signboard, and/or by using a specific colour for the places where such equipment is kept, or their access point.

The colour for identifying this equipment is red. The red area must be sufficiently large to allow the equipment to be identified easily. Signboards must conform to the above regulations.

All fire resisting doors to cupboards and store rooms must be indicated at about eye level on each side with the symbol "FIRE DOOR - KEEP LOCKED".

All fire resisting doors, other than those to bedrooms and cupboards, must be indicated at about eye level on each side with the symbol "FIRE DOOR - KEEP SHUT".

Fire Action Notices should be provided in prominent positions throughout the building to advise staff and public of the procedure's to adopt in the event of fire.

Part 4 - The Method of Calculating Occupant Capacity Within Licensed Premises

The occupant capacity is the number of people occupying a building or part of a building to be licensed.

The occupant capacity is an essential factor in assessing means of escape.

To calculate the occupancy factor the following guide needs to be understood:

The calculations set out below are relevant to premises of a good general standard of construction, with sound foundations supporting walls of block, brick, stone, or modern insulated treated wood construction, supporting a substantial roof of traditional construction. The internal walls, floors and ceilings are to be sound, and covered by non combustible surface coverings, doors should be substantial and well fitting. The services and equipment should be to the required certificated standards, being tested and maintained.

Should the premises not be to these standards it may be necessary to assess that a fire could spread through the premises more quickly, therefore the time given for the evacuation of persons could be reduced. A reduction in the time to evacuate a premises or room will affect the overall occupancy limit provided.

With this in mind a premises with a less than an adequate standard of construction, could have occupancies restricted by as much as 20% from the calculations provided below.

1. Confirm what the specific room/area within the building is used for i.e. dancing, seating, standing, etc. In areas where fixed seating is provided, the major part of the occupancy capacity will be determined by the number of seats available. In areas without fixed seating the capacity will be calculated by the available floor

areas. If the maximum use is to be made of the building, the available exits should be sufficient in number and width to permit safe evacuation of the calculated occupancy of persons within the building.

2. The calculated occupant capacity of a premises or part thereof should be determined by:

a) In areas where fixed seating is provided:

i. If individual seats, by the number of such seats.
ii. If bench seats, or similar continuous seating, by dividing the total width of such seating by 450mm.

i.e. a 4.5 metre length of fixed seating = 4.5m = 4500mm divide by 450 mm = 10. Therefore 10 persons could be permitted to sit at the fixed seating area.

b) In other areas (including standing areas occupied together with fixed seating) divide the floor area into metres² by the relevant occupancy load factor (see table below).

Note: Toilets, stairway enclosures, bar serving areas, DJ booths, stores, fixed furniture and similar areas are to be excluded.

Occupancy Table Load Factors

Use of Room or Floor	**Occupant Load Factor (m^2 per person)**
Area for Standing	0.3
Amusement Arcade, Assembly Hall, Bingo Hall, Club Concourse, Crush Hall, Dance Hall, Venue for Pop Concert and like occasion, Queuing Area	0.5
Bar	*0.3 to 0.5
Bowling Alley, Billiard Room	9.3
Conference Room, Dining Room, Restaurant	*1.0 to 1.5
Studio (Radio, Film, Television, Recording)	1.4
Common Room, i.e. a Lounge, Reading Room, Staff Room, Waiting Room	1.0

* Depending upon the amount of seating and tables to be provided.

Note: Where any room or floor is to be used or is likely to be used for a variety of purposes, the occupancy load factor giving the greatest occupancy capacity is to be utilised.

3. Exit capacity

Although the calculated number of persons can be accommodated in a specific room or premises, there has to be provision to get these people from the room in the event of emergency, therefore, there has to be a

sufficient number of exit doors available, each of adequate width, to allow all persons in the room to evacuate the premises as quickly as possible.

Each door width should be a minimum of 750mm (900mm for disabled exit and access).

To measure the usable width of an opening, i.e. when the door is fully open, the measurement must take into consideration any projections into the doorway or elsewhere around the exit route from the opening in the room.

The number of persons who could be expected to exit through a 750mm opening within a specified time would be 60 persons. Therefore, a guide for larger rooms would be: 1050mm opening - 220 persons.

For door width larger than 1050mm an extra person can be added to every 5mm added to the door width. No individual exit door should be greater than 2m in width.

Within rooms or premises there will generally be a requirement for two or more exits to be made available from each room/area.

It will be assumed that one of these exits would become unusable in the event of a fire so the other exits from room/area would then need to be of sufficient size and accessibility to evacuate all persons from the room/area involved.

All exit doors and doors on the route of exit within a premises, are to open in the direction of exit travel.

All exit doors from room/premises accommodating more than 50 persons are to be fitted with push bar pressure type fittings and open in an outward direction.

Doors that open in an inward direction will restrict occupancy in rooms/premises to a maximum of 50 persons.

Any rooms that have only one exit will be restricted to a maximum capacity of 50 persons.

Part 5 - Example of Calculating Occupancy from Floor Plans

Please see Appendix A - Floor Plan for the draft plan.

Measure total floor area of each individual area where different types of activities take place - i.e. length x width.

Example of calculations for Appendix A - Floor Plan:

Restaurant / Function room = 85m^2
Bar = 30m^2
Lounge / snug = 73m^2

Once the areas are established check the occupancy factors from the table and calculate the occupancy according to the floor space available, e.g. Restaurant/Function room when used for dining has a floor area of 85m^2 therefore the most suitable occupancy factor will be 1m^2 per person.

$85m^2 \div 1m^2$ per person = occupancy factor for room when used for dining is 85 persons.

However, in our example the room can also be used as a function room once the majority of tables and chairs have been removed therefore the occupancy factor changes to $0.5m^2$ per person:-

$85m^2 \div 0.5m^2$ per person = occupancy factor for room when used for functions is 170 persons (this figure will not apply if a large seated audience is attending the function the occupancy factor for this type of event will depend on the number of seats available).

For our example total occupancy for the premises is:

- Restaurant / Function room (when used for functions) = $85m^2 \div 0.5m^2$ per person = 170 persons
- Restaurant / Function room (when used for dining) = $85m^2 \div 1m^2$ per person = 85 persons
- Bar = $30m^2 \div 0.3m^2$ per person = 100 persons
- Lounge/snug = $73m^2 \div 0.5m^2$ per person = 146 persons

Maximum total in premises at any one time is 416 persons.

Now the exits available need to be calculated to ensure that there are sufficient exits from each part of the building for persons to escape safely.

Part 6 - Example of Calculating Exit Widths from Floor Plans

Please refer to the Appendix A - Floor Plan for the draft Plan in this example.

Available occupancy for floor area = 416 persons

Exits available:

1 - 750mm = 60 persons
2 - 750mm = 60 persons
3 - 1050mm = 220 persons
4 - 1800mm = 370 persons
5 - 1050mm = 220 persons

A. Discount the largest exit from the premises. This would be exit 4 as it is the largest and has two exits from two different areas leading into it which are on the same wall in close proximity and would be assumed to be unavailable if a fire started in the bar or lounge area.

B. Removing exit 4 from the exits available would leave 1, 2, 3 and 5 providing exits for 560 persons from the premises. With occupancy of 416 the exits available will be sufficient. The occupancy cannot be increased as the floor area and uses stipulated would not allow it.

C. If for any reason sufficient exit widths are not available, then additional exits would be required to maximise the occupancy figure. Alternatively, very strict management procedures **may** be permitted, (including a method of accurately maintaining permitted occupancy limits), to restrict over occupancy at all times.

Note: The floor plan ('Appendix A') has been provided as an example to illustrate how to calculate occupancy figures. The plan to be submitted by the applicant is required to be a scale of 1 to 100 to show all the relevant fire safety equipment and facilities including, exits, fire doors, fire alarm, emergency lights, signage and fire fighting equipment, which the premises is provided. The symbols used should be in accordance with the requirements of BS 1635:1990 Graphic Symbols and Abbreviations for Fire Protection Drawings.

To assist you in this process, please refer to Appendix B - Floor Plan Symbols, which has been provided to show the correct symbols to use.

Further information

If you are unsure about your responsibilities, have a query or need any advice about fire safety, please contact us:

Any general enquiries should be directed to: 01983 821000

Email: firesafety@iow.gov.uk

STEP 1 – IDENTIFY FIRE HAZARDS

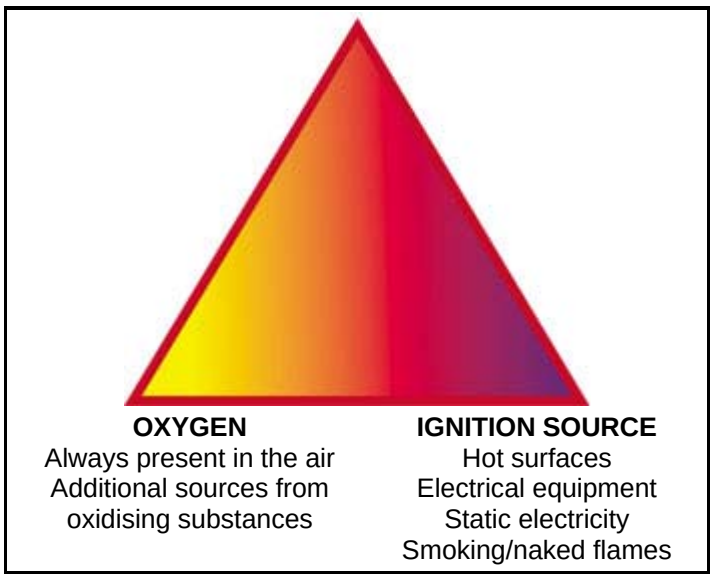
The Fire Triangle

For a fire to start, three things are need:

- A source of ignition
- Fuel
- Oxygen

If any of these is missing, a fire cannot start. Taking steps to avoid the three coming together will therefore reduce the chances of a fire occurring.

FUEL
Flammable gases
Flammable liquids
Flammable solids



Once a fire starts it can grow very quickly and spread from one source of fuel to another. As it grows, the amount of heat it gives off will increase and this can cause other fuels to self-ignite.

The following paragraphs advise on how to identify potential ignition sources, the materials that might fuel a fire and the oxygen supplies which will help it to burn.

Identifying Sources of Ignition

You can identify the potential ignition sources in your workplace by looking for possible sources of heat which could get hot enough to ignite the material in the workplace. These sources of heat could include:

- Smokers materials, e.g. cigarettes and matches
- Naked flames
- Electrical, gas or oil-fired heaters (fixed or portable)
- Hot processes (such as welding or grinding work)
- Cooking
- Engines or boilers
- Machinery
- Faulty or misused electrical equipment
- Lighting equipment, e.g. halogen lamps
- Hot surfaces and obstruction of equipment ventilation, e.g. office equipment
- Friction, e.g. from loose bearings or drive belts
- Static electricity
- Metal impact (such as metal tools striking each other)
- Arson

Naked flame

Hot surface

Mechanically generated sparks

Electrically generated sparks

Indications of 'near misses', such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns etc. can help you identify hazards which you may not otherwise notice.

Identifying Sources of Fuel

Anything that burns is fuel for a fire. So you need to look for the things that will burn reasonably easily and are in sufficient quantity to provide fuel for a fire or cause it to spread to another fuel source. Some of the most common 'fuels' found in workplaces are:

- Flammable liquid based products such as paints, varnish, thinners and adhesives
- Flammable liquids and solvents such as petrol, white spirit, methylated spirit and paraffin
- Flammable chemicals
- Wood
- Paper and card
- Plastics, rubber and foam such as polystyrene and polyurethane, e.g. the foam used in upholstered furniture
- Flammable gases such as liquefied petroleum gas (LPG) and acetylene
- Furniture, including fixtures and fittings
- Textiles
- Loose packaging material
- Waste materials, in particular finely divided materials such as wood shavings, off-cuts, dust, paper and textiles

You should also consider the construction of your workplace and how this might contribute to the spread of fire. Does the internal construction include large areas of:

- hardboard, chipboard, block-board walls or ceilings
- Synthetic ceiling or wall coverings, such as polystyrene tiles?

If these are present and you are uncertain of the danger they might pose, you should seek advice from your local fire authority or other experts on what precautions you need to take to reduce the risk to people in the event of fire.

Identifying Sources of Oxygen

The main source of oxygen for a fire is in the air around us. In an enclosed building this is provided by the ventilation system in use. This generally falls into one of two categories; natural airflow through doors, windows and other openings; or mechanical air conditioning systems and air handling systems. In many buildings there will be a combination of systems, which will be capable of introducing/extracting air to and from the building.

Additional sources of oxygen can sometimes be found in materials used or stored in a workplace such as:

- Some chemicals (oxidising material), which can provide a fire with additional oxygen and so assist it to burn. These chemicals should be identified on their container by the manufacturer or supplier who can advise as to their sage use and storage;
- Oxygen supplied from cylinder storage and piped systems, e.g. oxygen used in welding processes or for health care purposes.

STEP 2 – DECIDE WHO COULD BE HARMED

If there is a fire, the main priority is to ensure that everyone reaches a place of safety quickly. Putting the fire out is secondary to this because the greatest danger from fire in a workplace is the spread of the fire, heat and smoke through it. If a workplace does not have adequate means of detecting and giving warning or means of escape, a fire can trap people or they may be overcome by the heat and smoke before they can evacuate.

As part of your assessment, you need to identify who may be at risk if there is a fire, how they will be warned and how they will escape. To do this you need to identify where you have people working, whether at permanent workstations or occasional ones, and to consider who else might be at risk, such as customers, visiting contractors etc., and where these people are likely to be found.

STEP 3 – EVALUATE THE RISKS AND DECIDE WHETHER EXISTING PRECAUTIONS ARE ADEQUATE OR IF MORE NEEDS TO BE DONE

Steps 1 and 2 will have helped you to identify what the hazards are and who may be at risk because of them. You now need to evaluate the risk and decide whether you have done enough to reduce this or need to do more considering:

- The chance of a fire occurring and whether you can reduce the sources of ignition/minimise the potential fuel for a fire
- The fire precautions you have in place and whether they are sufficient for the remaining risks and will ensure everyone is warned in case of a fire
- The means people can use to make their escape safely (or put the fire out if it is safe for them to do so)

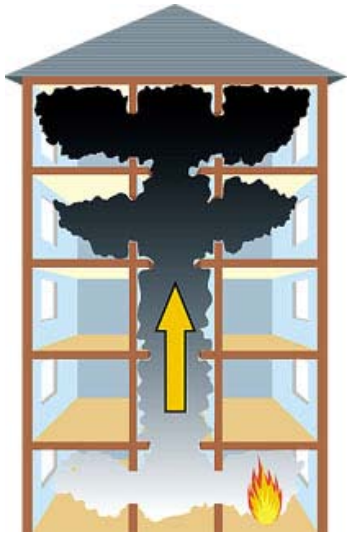
How Fire Spreads Through the Workplace

To be able to assess whether people will be at risk on the event of a fire it helps to have appreciation of the risks posed as it develops. Most people will be familiar with a fire outdoors, such as a bonfire, which people can move back as it grows. If the wind is blowing the smoke towards them, they can move right away from the fire to a place of safety because they have a choice of escape routes not affected by heat or smoke.

Fires in enclosed spaces, such as buildings, behave differently to fires in the open air. The smoke rising from the fire gets trapped by the ceiling and then spreads in all directions to form an ever-deepening layer over the entire room or space. During this process, the smoke will pass through any holes or gaps in the walls, ceiling or floor and eventually into other parts of the workplace. The heat from the fire also gets trapped in the building, greatly increasing the temperature.

There is an added danger to people due to the toxic gases in the smoke produced by a fire. People are therefore at a greater risk from a fire indoors than one outdoors. It is essential that the means of escape and other fire precautions are adequate to ensure that everyone can make their escape to a place of safety before the fire and its effects can trap them on the building.

It is essential that the start of any fire is detected as quickly as possible and certainly before it can make a means of escape unusable. In some circumstances, particularly where people are located away from the origin of the fire and there is a reasonable possibility that is could spread, this could mean that the fire may need to be detected within two minutes of it starting. This is so that people have enough time to escape safely. Where quantities of highly flammable liquids or gases are involved, it may be necessary to detect any fire in seconds rather than minutes. Once a fire has been detected, the people in your workplace should be signalled to evacuate the building. (There is more information in Fire Detection and Warning' in Part 3).



You need to give particular attention to:

- Any areas, particularly unoccupied ones, where there could be a delay in detecting the start of a fire
- Any areas where the warning may go unnoticed
- People who may be unable to react quickly

The following paragraphs indicate some possible actions for reducing the fire hazards and will provide some useful guidance to help you assess the adequacy of your own fire precautions. But remember that the fire risk assessment is an ongoing process and is a means and not an end. If your assessment shows that you need to do more to control risk, then you should do it.

Reducing Sources of Ignition

You can reduce the hazards caused by potential sources of heat by:

- Removing unnecessary sources of heat from the workplace or replacing them with safer alternatives, ensuring that heat-producing equipment is used in accordance with the manufacturer's instructions and is properly maintained
- Installing machinery and equipment which has been designed to minimise the risk of fire and explosions
- Replacing naked flame and radiant heaters with fixed convector heaters or a central heating system
- Ensuring that all electrical fuses and circuit breakers etc. are of the correct rating and suitable for the purpose
- Ensuring that sources of heat do not arise from faulty or overloaded electrical or mechanical equipment (such as overheating bearings)
- Keeping ducts and flues clean
- Where appropriate, operating a permit to work system for maintenance workers and contractors who carry out 'hot work' involving processes such as welding or flame cutting
- Operating a safe smoking policy in designated smoking areas and prohibiting smoking elsewhere
- Enforcing the prohibition of matches and lighters and other naked flames in high-fire-risk areas
- Ensuring that all equipment that could provide a source of ignition, even when not in use, is left in a safe condition
- Making sure that any smouldering material (including smokers' material) is properly extinguished before leaving the workplace
- Taking precautions to avoid the risk of arson

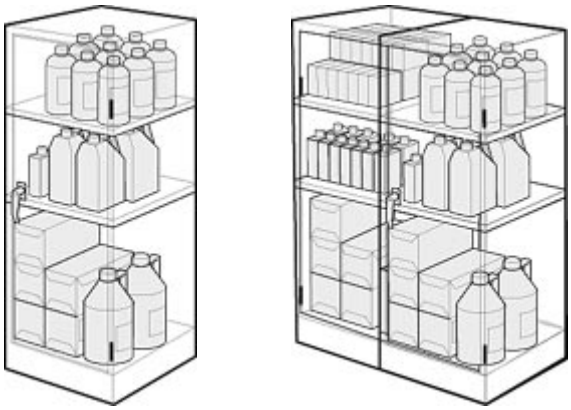
Further information about reducing sources of ignition is given in Part 3 (see 'Reducing Fire Risks Through Good Management').

Minimising the Potential Fuel for a Fire

There are various ways you can reduce the risks caused by materials and substances which burn. These include:

- Removing flammable materials and substances, or reducing them to the minimum required for the operation of the business
- Replacing materials and substances with less flammable alternatives

- Ensuring flammable materials, liquids (and vapours) and gases are handled, transported, stored and used properly
- Ensuring adequate separation distances between flammable materials
- Storing highly flammable substances in fire-resisting stores and, where necessary, keeping a minimum quantity in fire-resisting cabinets in the workroom



Safe storage of small quantities of highly flammable substances in fire-resisting cabinets

- Removing, covering or treating large areas of flammable wall and ceiling linings to reduce the rate of flame spread across the surface
- Replacing or repairing furniture with damaged upholstery where the foam filling is exposed
- Ensuring that flammable waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of
- Taking action to avoid storage areas being vulnerable to arson or vandalism
- Ensuring good housekeeping
- Improving the fire-resistance of the construction of the workplace

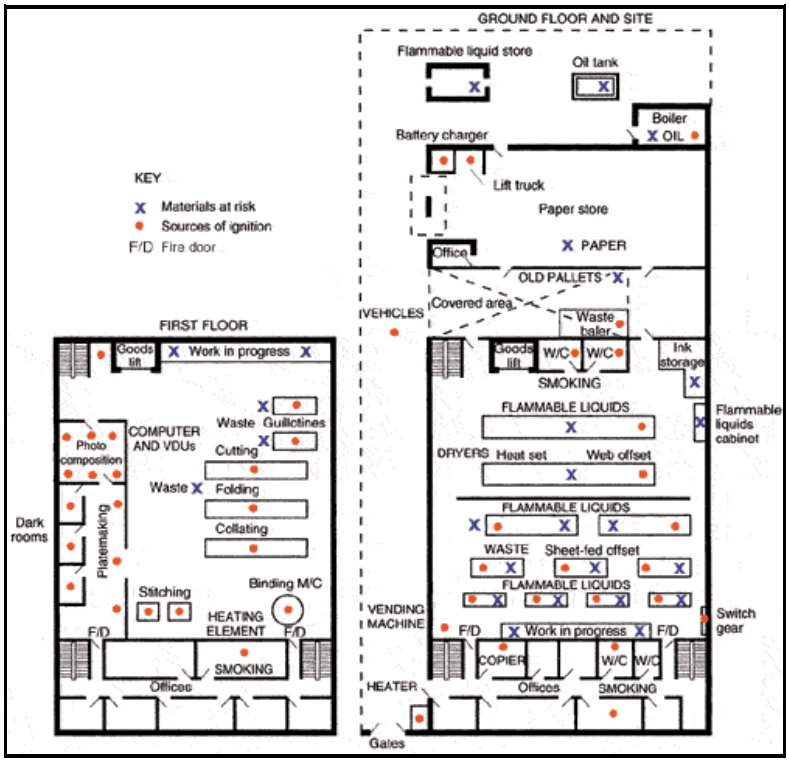
STEP 4 – RECORD YOUR FINDINGS AND ACTIONS

If you employ five or more employees you must record the significant findings of your risk assessment, together with details of any people you identify as being at particular risk. You will probably find it useful (unless your assessment is very simple) to keep a written record of your fire risk assessment as you go round. This will help you plan the actions you need to take in the light of the findings of your risk assessment.

The record might take the form of a simple list, or you could use a plan of the layout of the workplace, or a combination of both of these.

Significant hazards	People/groups of people who are at risk from the hazards	Existing controls and risks which are not adequately controlled	What further action is needed - by when? - by who?

Example of a simple list



Example of a plan prepared during a fire risk assessment

Having completed your assessment and put your fire precautions in place, it can be useful to record details of maintenance and testing work carried out on them. It is also helpful to record details of the instruction and training you give to employees and when they took place. Although these are not requirements under the Fire Regulations, you may be required to keep such records under other legislation, e.g. if you have a fire certificate issued under the Fire Precautions Act 1971. Such records can assist you, particularly when reviewing your assessment. They also show the relevant enforcing authorities the actions you have taken to comply with the Fire Regulations and other fire safety legislation.

The date of the training or drill
Duration of training
Fire drill evacuation times
Name of person giving instructions
Names of people receiving instructions
The nature of the instruction or drill
Any observations/remedial action

Example of a training record

Your Emergency Plan

You need to plan the action that your employees and other people in the workplace should take in the event of a fire. If you employ more than five people then you must have a written emergency plan. This emergency plan should be kept in the workplace, be available to your employees and the employees' representatives (where appointed) and form the basis of the training and instruction you provide. Any written plan should be available for inspection by the fire authority.

The purpose of the emergency plan is:

- To ensure that the people in your workplace know what to do if there is a fire
- To ensure that the workplace can be safely evacuated

In drawing up the emergency plan, you need to take the results of your risk assessment into account.

For most workplaces it should be easy to prepare a reasonable and workable emergency plan. In some small workplaces the final result may be some simple instructions covering the above points on a Fire Action Notice. However, in large or complex workplaces, the emergency plan will probably be more detailed.

If your workplace is in a building which is shared with other employers or occupiers, the emergency plan should be drawn up in consultation with those employers and the owner(s) or other people who have any control over any part of the building. It can help to agree on one person to co-ordinate this.
Your plan should provide clear instructions on:

- The action employees should take if they discover a fire
- How people will be warned if there is a fire
- How the evacuation of the workplace should be carried out
- Where people should assemble after they have left the workplace and procedures for checking whether the workplace has been evacuated
- Identification of key escape routes, how people can gain access to them and escape from them to places of safety
- The fire-fighting equipment provided
- The duties and identity of employees who have specific responsibilities in the event of a fire

- Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the public and visitors
- Where appropriate, any machines/processes/power supplies which need stopping or isolating in the event of fire
- Specific arrangements, if necessary, for high-risk areas of the workplace
- How the fire service and any other necessary emergency services will be called and who will be responsible for doing this
- Procedures for liaising with the fire service on arrival and notifying them of any special risks e.g. the location of highly flammable materials
- What training employees need and the arrangements for ensuring that this training is given

If you have a larger or more complex workplace, then it might be helpful to you to include a simple line drawing. This can also help you check your fire precautions as part of your ongoing review. The drawing could show:

- Essential structural features such as the layout of the workplace, escape routes, doorways, walls, partitions, corridors, stairways etc. (including any fire-resisting structure and self-closing fire doors provided to protect the means of escape)
- Means for fighting fire (details on the number, type and location of the fire-fighting equipment
- The location of manually operated fire alarm call points and control equipment for the fire alarm
- The location of the emergency lighting equipment and any exit route signs
- The location of any automatic fire-fighting system and sprinkler control valve
- The location of the main electrical supply switch, the main water shut-off valve and, where appropriate, the main gas or oil shut-off valves

Information and Instructions for Employees

It is important that your employees know how to prevent fires and what they should do if a fire occurs. They should all be given information about the fire precautions in the work-place and what to do in the event of a fire. You also need to ensure that you include employees working in the premises outside normal hours, such as cleaners or shift workers.

Ensure that training and written information is given in a way that employees can understand, and take account of those with disabilities such as hearing or sight impairment, those with learning difficulties and those who do not use English as their first language.

On their first day, all employees should be given information about:

- The location and use of the escape routes from where they are working
- The location, operation and meaning of the fire warning system where they are working

Fire Action Notices complement this information and should be prominently posted in key locations throughout the workplace. However, they are not a substitute for formal training.

Fire Action Notice

Note: The Fire Action Notice may also incorporate a simple plan indicating the route to a safe place. Where appropriate, the notice should include a translation into other languages.

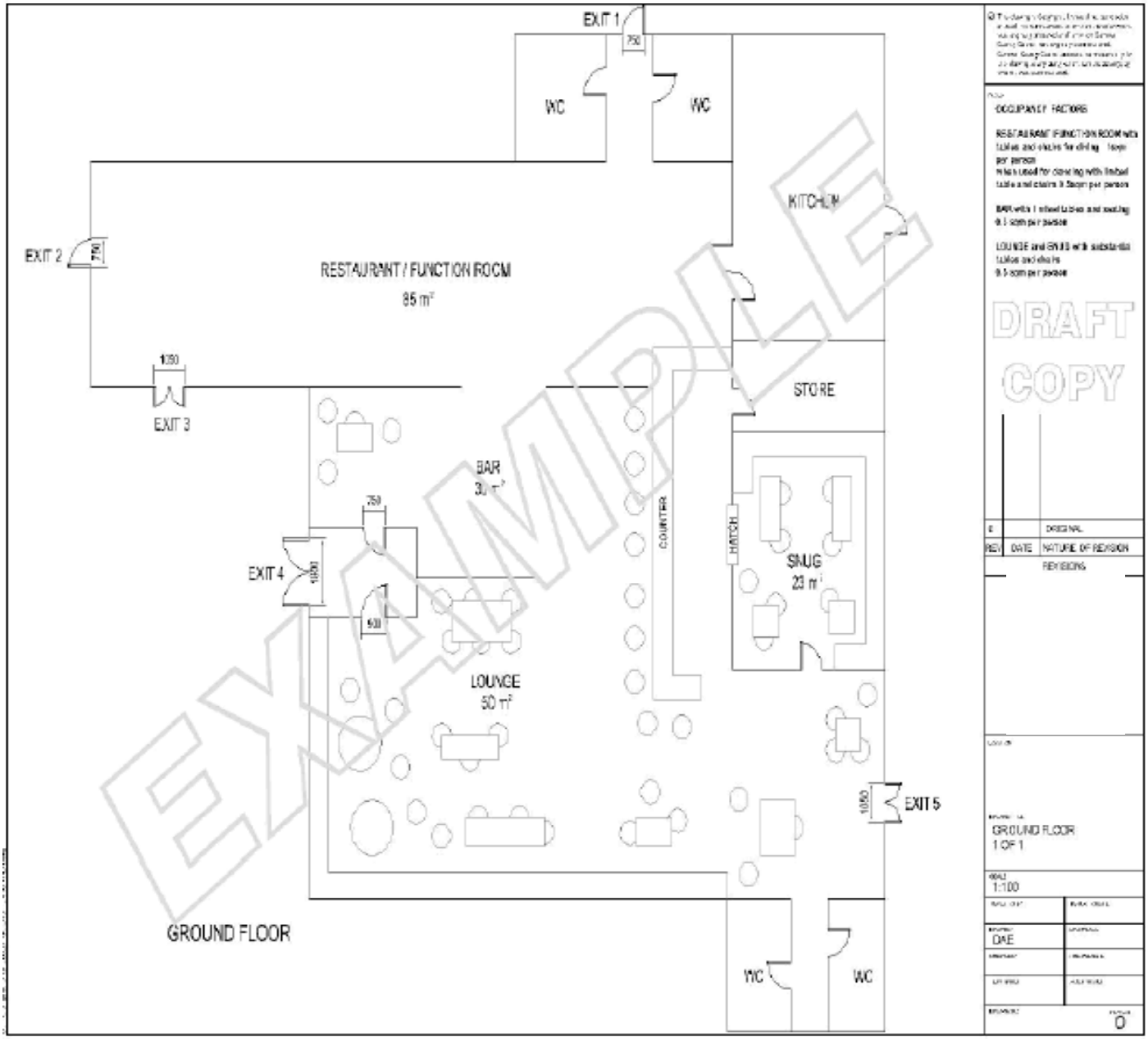
STEP 5 – REVIEW AND REVISE

Sooner or later you may introduce changes in your workplace which have an effect on your fire risks and precautions, e.g. changes to the work processes, furniture, plant, machinery, substances, buildings, or the number of people likely to be present in the workplace. Any of these could lead to new hazards or increased risk. So if there is any significant change, you will need to review your assessment in the light of the new hazard or risk.

Do not amend your assessment for every trivial change or for each new job, but if a change or job introduces significant new hazards you will want to consider them and do whatever you need to keep the risks under control. In any case, you should keep your assessment under review to make sure that the precautions are still working effectively.

If a fire or 'near miss' occurs, then your existing assessment may be out of date or inadequate and you should reassess. It is a good idea to identify the cause of any incident and then review your fire risk assessment in the light of this.

APPENDIX A


EXIT 1
750
WC
WC
KITCHEN
EXIT 2
750
RESTAURANT / FUNCTION ROOM
85 m²
1050
EXIT 3
STORE
BAR
30 m²
750
EXIT 4
1050
500
COUNTER
HATCH
SNUG
23 m²
LOUNGE
50 m²
1050
EXIT 5
GROUND FLOOR
WC
WC
EXAMPLE
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APPENDIX B

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	Old	New			Old	New	
1	OR	OR	Fire Resisting Construction.	24	RS	RS	Roller Shutter Doors.
2			30 Minute Fire Resisting Door. Where the fire resistance is required to exceed this, the period is shown in minutes	25			Sliding Door – Single Leaf.
3	I	I	Doors so indicated are fitted with intumescent strips.	26			Sliding Door – Double Leaf.
4	S	S	Doors so indicated are fitted with smoke seals.	27			Sliding Folding Door – Arrow indicates direction to open.
5	IS	IS	Doors so indicated are fitted with smoke seals and intumscent strips.	28	UO	UO	Up and Over (cantilever) Door.
6	*	*	Exits not forming part of Means of Escape.	29			Emergency Lighting Points (Non Maint'd).
7	SC	SC	Doors so indicated are fitted with self closing devices.	30		M	Emergency Lighting Points (Maintained).
8	SC/A	SCA	Doors so ind' are fitted with Auto releases designed to hold open a fire door and permit it to close upon the operation of the fire alarm system.	31	E		Emergency Lighting Point with Exit sign and directional arrows where necessary (Non Maintained)
9	SF	SL	Doors so indicated are fitted with Security Devices approved by the Fire Authority.	32		M	Emergency Lighting Point with exit sign and Directional arrows where necessary (Maintained).
10	FFF	FFF	Doors so indicated are free from all Forms of Fastenings except ball or roller catches.	33			Floodlight Type Emergency Lighting Points Arrows indicate direction of floodlights (Non-Maintained).
11	PB	PB	Doors so ind' are fitted with Panic Bolts or similar latches and are permanently marked "PUSH BAR TO OPEN" Immediatly above the push bar.	34	E	S22	"FIRE EXIT" Sign.
12	FRG	FRG	Glazing accepted as being to a 30 minute standard of fire Resistance in frames fixed shut.	35	E	S22	"FIRE EXIT" Sign, With directional arrows.
13	FRG 60	FRG60	Glazing accepted as being to a 60 minute standard of fire Resistance in frames fixed shut.	36			Fire Alarm Call Point.
14	FRG/H	FRG/H	Glazing so indicated is not lower than 1.06m from the floor level.	37			Audible Warning Device.
15	VP	VP	Clear glazed Vision Panel.	38			Visual Warning Device.
16			Exit for Disabled Persons or Approved Refuge Area.	39			Hosereel.
17		Hatch	Fire resisting Hatch.	40			Telephone, Internal Fire Alarm System.
18	Grl	GRL	Guardrails, Balustrades or walls infilled to prevent persons falling through the side.	41		10	Manual Mechanical Fire Alarm System.
19	Hrl	HRL	Handrails.	42	DH	K	Automatic Heat Detector
20		WD	Wicket or Pass Door in main door.	43	DS		Automatic Smoke Detector.
21		GATE	Gate.	44	DS O		Automatic Optical Detector.
22	VL	VL	Vertical Ladder.	45	DS I		Automatic Ionising Detector.
23			Revolving Door.	46	IP		Fire Alarm Indicator Panel.

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	Old	New			Old	New	
47	▽	△	Fire Extinguisher – Any Type.	70		S5	GENERAL WARNING
48	W	size	Water type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	71		S6	FLAMMABLE MATERIALS
49	F	size	Foam type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	72		S7	OXIDISING MATERIALS
50	AFF	AFFF	Foam type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards AFFF – Aqueous film forming foam	73		S8	RISK OF EXPLOSION
51	DP	size	Dry Powder type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	74		S9	NO MEANS OF ESCAPE
52	BC	size	BC Powder type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	75		S10	IN CASE OF FIRE AVOID USING LIFT
53	ABC	size	ABC Powder type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	76		S12	FIRE ACTION SIGN
54	MP	MP	Dry Powder type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards (MP – Multi Purpose)	77		S17	DOOR TO BE SECURED OPEN
55	CO_2	size	Carbon Dioxide type fire extinguisher which achieves the rating shown when tested in accordance with the relevant britieh standards	78		S18	DOOR TO BE UNLOCKED
56	BCF	size	Vapourising liquid type fire extinguisher which achieves the rating shown when tested in accordance with the relevant british standards	79		S19	GANGWAY KEEP CLEAR
57	B		Fire Blanket.	80		S25	PUSH BAR TO OPEN
58	WB		Water bucket.	81		S29	FIRE TELEPHONE
59	SB		Sand bucket.	82		S32	FOAM INLET
60	N1	S11	General Fire Notice.	83		S33	DRY RISER
61	N2	S40	Staff Fire Notice.	84		S34	WET RISER
62	N3	S14	"FIRE DOOR, KEEP LOCKED"	85		S38	FIRE PLAN
63	N4	S23	"SLIDE TO OPEN"	86		S43	EMERGENCY EXIT
64	N5	S13	"FIRE DOOR – KEEP SHUT"	87			FIXED ALARM DEVICE WARNING DEVICE SOUNDER
65	N6	S20	"FIRE ESCAPE – KEEP CLEAR"	88			FIXED ALARM DEVICE WARNING DEVICE LOUDSPEAKER
66	N7	S15	"AUTOMATIC FIRE DOOR – KEEP CLEAR"	89			COMBINED SMOKE DETECTOR/SOUNDER
67	N9	S2	"SMOKING IS PROHIBITED"	90			COMBINED HEAT DETECTOR/SOUNDER
68		S3	"SMOKING AND NAKED FLAMES PROHIBITED"	91			COMBINED HEAT/SMOKE DETECTOR
69		S4	"WATER AS EXTINGUISHING AGENT PROHIBITED"	92			COMBINED HEAT/SMOKE DETECTOR AND SOUNDER