

Hereford & Worcester Fire & Rescue Service

Explanatory notes & Guidance to the Completion of a Fire Risk Assessment

Section 1: General Information

Responsible Person

The person who is responsible for premises being used for an activity would be responsible for the safety of themselves and others who use the premises.

This would be:

- The employer (where there is one);
- The person in control of the premises in connection with the carrying on of a trade, business or other undertaking (for profit or not);
- The owner;
- Any other person who to any extent exercises control over the premises. (the fire alarm installer may be the Responsible Person for the fire alarm)

In the case of a 'body corporate' the company secretary's name and contact details should be included.

Person Carrying out the Risk Assessment

Needs to be a **Competent Person** - Appointed by the Responsible Person (RP) this can be anyone from the RP to a fire warden or a fire alarm service engineer, whom may be directly employed or a subcontractor but the important word is competent.

(See explanation)

Suggested Date for Review

A risk assessment should not be a static document it needs constant monitoring and periodic review. When you record your risk assessment you should set a date to review it. This could be quarterly once every six months or annually, depending on the nature of your business and how quickly it changes. Additionally you should review it if your business:

- Introduces new machinery
- Introduces new systems of work
- Alters or moves premises
- Expands rapidly

You should note the date of your review but only need to change or alter your records if there are new or significant findings, or if your existing precautions prove inadequate or can be improved

Signature

Signed by the Person who Carried out or Reviewed the Risk Assessment.

Register of persons with responsibilities

This could include details of fire alarm and emergency lighting contractors, employees responsible for routine testing of equipment and training etc.

Section 1

1.1 The Premises

1.1.1 This is a brief description of your premises with regard to the number of floors your business occupies (including basements)

1.1.2 The approximate floor area of each floor your business occupies

1.1.3 The approximate floor area in total (gross)

1.1.4 The approximate ground floor area of your premises (if applicable)

1.1.5 Brief Details of Construction

There are three primary classes of construction:-

Class A - complete non-combustible construction.

Class B - traditional construction (non-combustible walls with combustible floors i.e. wooden floors)

Class C - combustible construction (timber floors and walls).

1.1.6 Occupancy or the Use of Building

Examples of which are: -

Office

Shop

Factory

1.1.7 Fire Appliance Access Maintained

Fire appliance access to buildings is necessary to enable firefighting operations to take place this may be for high reach appliances such as turntable ladders or to enable pumping appliances to supply water and equipment. Access requirements increase with building height and area, access routes and hard standing should comply with the recommendations made in the Building Regulations, Approved Document B.

Where risers are provided there should be vehicle access to within 18m of each inlet Typically appliances require a minimum access width of 3.7m (3.1 for gateways) and hard standing capacities of 12.5 tonnes for appliances and 17 tonnes for high reach appliances (where necessary).

1.2 The Relevant Persons

1.2.1 This is the maximum number of employees at any one given time, an example would be the change over of shifts.

1.2.2 This includes anyone that legally resorts to your premises paid or unpaid.

1.2.3 This is the total of the above two numbers.

1.3 Record of Previous Fire Incidents and False Alarms

Although statistical information shows that 90% of installed Automatic Fire Detection (AFD) systems operate in an entirely satisfactory manner and protect life and property there are still 10% that cause problems. These problems question the credibility of AFD systems and are a disruption and financial burden to commerce and industry. They are also a burden to the Fire Service as they reduce our availability for actual fires and are a financial liability.

False alarms:

- Cost you loss of production
- Cost you loss of business
- Cost you money as a taxpayer and ratepayer
- May delay fire engines attending a genuine call to your premises
- May increase evacuation time in a real fire Where an alarm has proved to be false, the following immediate actions should be taken by the responsible person or a person who has been delegated this duty.

Actions following any false alarm:

- Where possible, identify the particular detector or call point which has initiated the alarm. If detectors having individual indicator lights are in use, these indicators will be cancelled by re-setting, therefore it is important that the detectors are examined before the system is re-set.
- Where possible, establish the cause of the alarm. It is possible that the actual cause of the alarm will have been lost in the operations resulting from the alarm; where this is the case, a note should be kept of any events or activities near the detector immediately prior to the alarm.
- Record the false alarm in the log book and inform the organisation responsible for servicing the alarm system.

Actions following a fault:

If a fault has been shown to exist, either by the system's own monitoring or by any other method, then the responsible person should ensure that the following actions are taken:

- Determine the area affected by the fault and decide whether special action (such as fire patrols) is needed in that area.
- If possible, determine the reason for the fault, or note the activities immediately prior to the fault in the area affected.
- Record the fault in the log book providing as much information as possible, inform the organisation responsible for servicing and arrange for immediate repair.

Section 3 of British Standard 5839-1: 2002 tasks the Fire Service and responsible designers/contractors with decreasing the number of false alarm calls. Future legislation may accommodate changes to allow the Fire Authority to take appropriate action if a Fire Alarm System consistently produces false alarms at unacceptable rates. The Fire Authority may take formal enforcement measures when/where appropriate. To facilitate a reduction in the number of unwanted false alarms, multi-state detectors are recommended for fire alarm systems that require automatic fire detection.

1.4 Other Relevant Information

1.4.1 A safety certificate under Part III of the Fire Safety and Safety of Places of Sport Act 1987 ('the 1987 Act') is required in respect of the use, at a sports ground which is not a designated sports ground under the Safety of Sports Grounds Act 1975, for each stand which provides covered accommodation for 500 or more spectators to view activities at the ground. Such a stand is referred to as a 'regulated stand'

1.4.2 Enforcement Notices: Issued by the Fire Authority to enforce compliance with the Order, an Alterations Notice is issued if the Authority believes that fire safety may be compromised if premises are altered, Prohibition Notices are issued to prohibit or restrict the use of premises, only issued in more serious instances.

1.4.3 A Premises Licence authorises the premises in question to carry out licensable activities. Any business that does one or more of these three activities will need a premises licence:-

- Sale or supply of alcohol
- Provision of regulated entertainment
- Provision of late night refreshment (that is the sale of hot food or drink at any time between 11pm and 5am)

Registration: If you store or sell fireworks or other explosives you will need either (depending on the quantities involved) to register or obtain a licence from the relevant Authority.

1.4.4 All relevant fire safety arrangements must be recorded.

1.4.5 More than one occupier of the building.

1.4.6. Residential floors or areas.

Section 2: The Prescribed Information (1)

Any group of persons identified by the assessment as being especially at risk.

2.1.2 Disabled persons may require additional assistance to escape in the event of fire. A plan of how they may be helped should be drawn up, (personal evacuation plan), and tested in the course of the regular fire drills. Are lightweight evacuation chairs available? Are there refuge areas at each level above the ground floor? Has each disabled person a personal "buddy" who is assigned to stay with them throughout the evacuation? Is the building equipped with evacuation lifts that may be used by people in wheelchairs in the event of fire? Are there ramps in place at all changes of level on escape routes? Does the fire alarm system give a visual warning of fire for those who are profoundly deaf? As an aid to those who are blind, are there tactile thresholds at the top and bottom of each flight of stairs?

2.1.3 Lone workers are those who work by themselves without close or direct supervision. This may include those who work alone in a specific area or building (e.g. shop-workers, home-workers, cleaners, security, library workers, etc) or may include mobile workers, who work alone but in a number of locations (e.g. maintenance, tradespersons, cleaning supervisors, drivers, Staff/Students carrying out research surveys, those who visit external organisations, i.e. home visitors, school liaison personnel). Some measures to consider may include:

- specific information, instruction and training (e.g. emergency procedures, out of-hours procedures, personal safety training, etc).
- increased communication systems / procedures (e.g. regular pre-arranged contact by e.g. mobile phone)
- increased supervision
- increased security (e.g. cctv, secure access, personal alarms)
- increased lighting at entrances, exits, car parks.

2.1.4 Where a young person is to be employed (under the age of 18) then relevant information from the risk assessment should be provided to a parent/guardian of the young person before they are employed. (See Appendix A)

Matters to consider are:-

- the inexperience, lack of awareness of risks and immaturity of young persons
- the fitting-out and layout of premises
- the nature, degree and duration of exposure to physical and chemical agents
- the form, range, and use of work equipment and the way in which it is handled
- the organisation of processes and activities.

2.2 The Responsible Person Must Where Necessary Appoint Competent Persons

2.2.1 The competent person or fire risk assessor need not possess any specific academic qualifications but should:

- understand the relevant fire safety legislation;
- have appropriate education, training, knowledge and experience in the principles of fire safety;
- have an understanding of fire development and the behaviour of people in fire;
- understand the fire hazards, fire risks and relevant factors associated with occupants at special risk within the buildings of the type in question, and have appropriate training and/or experience in carrying out fire risk assessments.

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; and
- 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.

2.2.3 · Are existing fire safety measures within the premises adequate?

- Are sources of fuel and ignition controlled?
- Is there adequate means for detecting fire and giving warning?
- Is the lighting and emergency lighting adequate?
- Are there adequate means of escape in case of fire from all parts of the premises?
- Has adequate and appropriate fire-fighting equipment been provided, and is it suitably located?
- Do you have adequate signs and notices?
- Is there an adequate testing and maintenance regime in place for fire precautions within the premises?

2.2.4 Instruction should be given by a competent person to ensure that everyone at work is instructed, preferably at least twice and in all cases at least once in each period of 12 months. It is particularly important that management ensure that all newly appointed staff are made aware of the means of escape and fire procedures at the commencement of their employment. Instruction and training should provide for the following:

- the action to be taken upon discovering a fire,
- the action to be taken upon hearing the fire alarm,
- raising the alarm, including the location of the alarm call points and alarm indicator panels,
- the correct method of calling the Fire Service,
- the location and use of fire equipment,
- knowledge of the method of operation of any special escape door fastenings,
- appreciation of the importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm,
- stopping machines and processes and isolating power supplies where appropriate,
- the operating of all escape doors, not in regular use, to ensure that they function satisfactorily,
- evacuation of the building to an assembly point at a place of safety (where members of the public are present, this will include reassuring them and guiding and assisting them to exits, etc),
- a roll call procedure where appropriate.

2.2.5 Procedures need to be in place for liaising with the fire Service on arrival and notifying them of any special risks, e.g. the location of highly flammable materials, and if all personnel and visitors are accounted for.

Section 3: Fire Safety Arrangements

3.2

- All gas consumers are advised to have appliances checked for safety at least every 12 months by a CORGI-registered installer (Council for Registered Gas Installers). Anyone carrying out work on gas appliances or fittings as part of their business must be competent and registered with CORGI.
- Every electrical installation deteriorates with use and age. It is important for the person responsible for the maintenance of the installation to be sure that the safety of users is not put at risk, and that the installation continues to be in a safe and serviceable condition. An appliance of less than 18kg in mass that is intended to be moved while in operation, or an appliance which can easily be move from one place to another such as

a toaster, food mixer, vacuum cleaner, fan heater is deemed to be a portable appliance. Regular inspections of such equipment are a requirement of the Electricity at Work Regulations 1990. Check the condition of all the cables and check that the appliances are fitted with correctly rated fuses; a fuse of too high a rating can lead to a fire in the appliance that it is supposed to protect.

- Gangways and escape routes must never be obstructed. Obstructions such as unwanted furniture, unattended tea trolleys, coat racks, stocks of stationary, cleaners' equipment, newly delivered goods, or goods awaiting collection all reduce the available width of escape routes and make it more difficult to evacuate people sufficiently quickly in the event of fire. Sources of heat or electrical equipment such as portable heaters, automatic vending machines, photocopiers etc. must never be sited on escape routes. The accumulation of rubbish and combustible waste materials is a hazard to relevant persons in that it adds to the fire load of the building. Also, because arson is often an apparently motiveless crime, prompted merely by the availability of combustible materials, its presence will increase the likelihood of an arson attack. All rubbish and combustible waste should be cleared from the building on a daily basis and securely stored, preferably in lockable metal skips, outside the building and away from fire exits and not under any overhanging structure.
- Extension leads may constitute a tripping hazard and their use should be kept to a minimum. Extension leads and socket outlets should not be overloaded, and reel-type extension leads should be fully unwound if the appliance that they supply is of a wattage that is greater than that which may be used with an unwound lead. If the use of extension leads or adaptors is going to be prolonged, consideration should be made, to using a residual current device, hardwiring the equipment or fitting more electrical sockets.
- Hazard signs are there to instruct, advise and forewarn staff and visitors of potential dangers. All hazard signs should comply with BS 5499 and the Health and Safety (safety signs and signals) Regulations 1996.
- In some premises it is important to avoid an "institutional" environment. However, signs must be used, where necessary, to help people identify escape routes, find fire-fighting equipment and emergency fire telephones. These signs are required under the Health and Safety (Safety Signs and Signals) Regulations 1996 and must comply with the provisions of those Regulations. A fire risk assessment that determines that no escape signs are required (because, for example, trained staff will always be available to help members of the public to escape routes), is unlikely to be acceptable to an enforcing authority. For a sign to comply with these Regulations it must be in pictogram form. The pictogram can be supplemented by text if this is considered necessary to make the sign easily understood, but you must not have a safety sign that uses text only.
- Faulty heaters are an obvious, and common, source of ignition. The use of portable heaters is not recommended because they may be placed near to combustible or flammable materials.
- Where premises are closed at night or weekends, an out of hours contact telephone number should be displayed for use in an emergency (key holder).
- Careless disposal of smoking materials is a common cause of fire. If it is enforceable, institute a total no smoking policy. However, such a policy may encourage furtive smoking in out-of-the-way places such as storage areas and this can have disastrous consequences. It is probably safest to set aside designated smoking areas that are provided with an adequate supply of large metal or glass ashtrays, the contents of which are regularly and safely disposed of throughout the working day. The smoking area should be provided with a suitable fire extinguisher and be separated from the rest of the building by fire doors that are kept shut.

Arson is the single most common cause of fire in commercial premises and accounts for 45% of all serious fires. Contact your local fire safety officer for advice, alternatively visit the Arson Prevention Bureau web site (<http://www.arsonpreventionbureau.org.uk>) See appendix F.

There are many instances of serious fires occurring during building or maintenance works by contractors, ensure that a policy is in place regarding method statements from the contractors and any adjustments that may be required to the premises fire evacuation plan or fire procedures. Ensure that hot working permits are available for any works requiring hot working.

- Old and dilapidated furniture can contribute to the spread of fire and torn upholstery exposes combustible filling material that may be used as kindling material by a potential arsonist. All new upholstered furniture for non-domestic use should comply with the requirements of British Standards 7176, 1995 and BS 7177, 1995.
- Pyrotechnics are only to be used by qualified operators who have carried out a site specific risk assessment.
- As with a risk assessment monitoring and reviewing of the above items need to be done periodically to ensure that nothing has changed and that the measures in place are still suitable and sufficient.
- Deputy RP (responsible person) to cover for sickness/leave etc.

Approximately 80% of business's that suffer a serious fire go out of business within two years due to a lack of a business continuity plan and being prepared for a disaster, (it may not be a fire!!), further information is available from our web site.

Section 4: See Appendix C.

Section 5: See Appendix D.

Section 6: Fire Fighting and Detection

6.1 A fire in your premises must be detected quickly and a warning given so that people can escape safely. Early discovery and warning will increase the time available for escape and enable people to evacuate safely before the fire takes hold and blocks escape routes or makes escape difficult. The nature and extent of the fire detection and warning arrangements in your premises will need to satisfy the requirements indicated by your risk assessment.

6.2 The fire warning sound levels should be loud enough to alert everyone, taking into account background noise. In areas with high background noise, or where people may be wearing headphones or hearing protectors, the audible warning should be supplemented, eg with visual alarms.

6.3 Some premises are continually monitored and linked to a remote alarm facility such as BT Redcare. Those that aren't need to have a policy in place to raise the alarm. Because the alarm is sounding don't assume the emergency services are alerted and on the way.

6.4 Portable fire extinguishers are probably the commonest type of fire fighting equipment to be found in industrial and commercial premises. For a floor in a building, the correct number of water extinguishers to tackle Class A fires (fires involving combustible solids such as paper, wood, cloth, plastics etc) may be determined if the fire rating of the floor is known. The fire rating is found by multiplying the floor area in m² by 0.065. Thus for a floor area of 200m² the fire rating is 200 x 0.065 = 13. A 9 litre water extinguisher has a fire rating of 13

therefore one 9 litre water extinguisher will be required for every 200m² of floor area. For special risks such as fires involving live electrical equipment, one should provide a suitable extinguisher, carbon dioxide or dry powder, near to the risk.

6.5 Generally, extinguishers should be located adjacent to break glass call points at: storey exits, corridors that form parts of escape routes, and landings.

Extinguishers for special risks such as electrical fires, flammable liquid fires, or cooking oil fires should be located near the risk. All extinguishers, and fire blankets, should be located so as to be both conspicuous and readily accessible. Ideally, they should be mounted on either wall brackets or floor stands. It should never be necessary to travel more than 30m from a fire in order to reach an extinguisher. The 'rule of thumb' for extinguishers is a minimum of two per upper floor and one adjacent to each final exit on the ground floor.

6.6 Fire marshals and persons who have received training from a competent person on the operation and use of fire fighting equipment.

6.7 Are there competent persons on the premises at all times during business hours to reset the alarm and are there provisions for key holders to be contacted out of hours.

6.8 Records will assist in monitoring fire alarm systems and ensuring that Government guidelines are being followed regarding reducing false alarms.

Section 7: Emergency Routes and Exits

7.1 There should be enough available exits, of adequate width, from every room, storey or building. The adequacy of the escape routes and doors can be assessed on the basis that:

- A doorway of no less than 750 millimetres in width is suitable for up to 50 people per minute (where doors are likely to be used by wheelchair users the doorway should be at least 800 millimetres wide); and
- A doorway of no less than 850 millimetres in width is suitable for up to 110 people per minute.
- Rooms with more than 60 people (or 30 people if the building is in institutional use) should have at least 2 exits.
- Exits which may be used by more than a 60 persons should open outwards. For the purposes of calculating whether the existing exit doorways are suitable for the numbers using them, you should assume that the largest exit door from any part of the premises may be unavailable for use. This means that the remaining doorways should be capable of providing a satisfactory means of escape for everyone present.

7.2 Final exit doors on escape routes should only be fitted with a simple fastening, which can be readily operated from the side approached by persons escaping from fire. The operation of the fastening should be without the use of a key and without having to manipulate more than one mechanism, i.e., 'single action'. The physical capabilities of the persons who may need to operate the fastening should be fully taken into account.

7.3 You should make sure that items which pose a potential fire hazard or those which could cause an obstruction are not located in corridors or stairways intended for use as a means of escape

7.4 Escape routes that do not constitute a normal means of leaving a building should be properly signed with signs that conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996. These make use of pictograms employing the running man, an open door, and directional arrows. These pictogram signs may be augmented by the older text signs, but these text only signs are no longer acceptable on their own.

7.5 The aim is, from the time the fire alarm is raised, for everyone to be able to reach a place of relative safety, i.e. a storey exit, within the time available for escape. The time for people to reach a place of relative safety should include the time it takes them to react to a fire warning. This will depend on a number of factors including what they are likely to be doing when the alarm is raised, e.g. sleeping, having a meal etc.; what they may have had to do before starting to escape, e.g. turn off machinery, help other people etc; and their knowledge of the building and the training they have received about the routine to be followed in the event of fire. To ensure that the time available for escape is reasonable, the length of the escape route from any occupied part of the premises to the storey exit should not exceed:

Where **more** than one route is provided:

Factories/Offices	Sleeping Occupancies
25 metres	high fire risk area; 18
45 metres	normal fire risk area; 35
60 metres	Low fire risk area. 45

Where **only** a single escape route is provided:

12 metres	high fire risk area; 9
18 metres	normal fire risk area (except production areas in factories); 18
45 metres	low fire risk area. 25

7.6 Final exit doors must always remain unlocked whenever the premises are in use, and openable with a single action. If, for reasons of security, final exit doors have to be locked shut when the premises are not in use they may be secured by other means. Consideration must be borne in mind to staff working out of hours.

8.7 Fire escape routes should be provided with artificial lighting and, because the mains electricity supply may fail in a fire, with emergency escape lighting if required. In general, it is required in underground parts of the premises, in windowless parts of the premises, in core stairways or those serving storeys more than 30m above ground level, in internal corridors more than 30m long, and in open plan office areas of more than 60m². Emergency escape lighting should conform to the requirements in BS 5266 Part 1.

Section 8: Procedures for Serious and Imminent Danger and Danger Areas

8.1 These areas should only be used by trained staff and access kept to a minimum, with the use of additional security measures if considered necessary.

8.2 Is the training adequate.

8.2 A comprehensive emergency plan should be drawn up. The plan should include the action to be taken by staff in the event of fire, the evacuation procedure - including arrangements for the evacuation of disabled staff or visitors, the location of the assembly points, and the arrangements for calling the fire Service.

The plan should make clear who is to be responsible for the implementation of its various parts. In order to ensure its long term effectiveness, it should be rehearsed regularly, and reviewed and updated in the light of any shortcomings uncovered by the rehearsals.

Section 9: Maintenance of Premises and Facilities

You need to keep the fire safety measures and equipment in the premises in effective working order. This includes all fixtures and fittings such as fire doors, walls and ceilings, staircases, corridors, fire detection and alarm systems, fire fighting equipment, notices and emergency lighting. You need to carry out regular checks, periodic servicing and maintenance whatever the size of the premises. Any defects should be put right as quickly as possible.

You, or an employee you have nominated, can carry out checks and routine maintenance work. However, it is important to ensure the reliability and safe operation of fire-fighting equipment and installed systems such as fire alarms and emergency lighting. This is best done by using a competent person to carry out periodic servicing and any necessary repairs to the relevant British Standard or equivalent. A record of the work carried out on such equipment and systems will help to demonstrate compliance with the law, a log book is available to download from our web site.

Section 10: Safety Assistance

10.1 Fire Marshal/Warden See section 2.2 with regard to competent person.

10.2 The law requires that you provide whatever information, instruction and training is needed to ensure, so far as is reasonably practicable, the health and safety of your relevant persons.

10.3 See Note 2.2.1 of this Guidance Document.

Section 11: Provision of Information

The Regulatory Reform (Fire Safety) Order 2005 and the Management of Health and Safety at Work Regulations 1999 require relevant employers to carry out a suitable and sufficient assessment of the risks from fire in the premises and how they affect the safety of all relevant persons who may be affected by their undertaking.

The information contained in the risk assessment should be provided to the relevant persons in particular:

Young workers, trainees, new and expectant mothers, etc who may be at particular risk;
Cleaners, visitors, contractors, maintenance workers, etc who may not be in the premises all the time;

Members of the public, or people you share your premises with, if there is a chance they could be hurt by your activities.

11.1 Information of what protective and preventative measures are in place should be passed onto relevant persons. This information can be as simple as not wedging open fire doors to information about specialist fire engineering solutions. In addition the identities of those persons (employees) that have been nominated to implement any fire safety measures such as training or maintenance of facilities should be provided to all employees, and those employed from outside undertakings.

11.2 A comprehensive emergency plan should be drawn up. The plan should include the action to be taken by staff in the event of fire, the evacuation procedure - including arrangements for the evacuation of disabled staff or visitors, the location of the assembly points, and the arrangements for calling the Fire Service. Information regarding these procedures should be passed onto all relevant persons.

11.3 The evacuation plan should make clear who is to be responsible for the implementation of its various parts. In order to ensure its long term effectiveness, it should be rehearsed regularly, and reviewed and updated in the light of any shortcomings uncovered by the fire drills.

11.4 Where a young person (under the age of 18) is to be employed, then relevant information from the risk assessment should be provided to a parent/guardian of the young person before they are employed.

11.5 Detailed and relevant information must be provided to employees on any dangerous substances that may be in or on the premises, this should include the name of the substance and the risks it presents, the safety data sheet and any legislative provisions which apply to it.

11.6 Employers from outside undertakings whose employees are working in your premises (agency workers for instance) must be provided with relevant information on any risks their employees may be exposed to and the preventative and protective measures that have been taken.

11.7 Where two or more responsible persons share premises//buildings they must co-operate and take all reasonable steps to inform the other responsible persons of any risks that may arise from their own undertaking that could effect relevant persons in the whole of the building and externally where necessary.

Where an explosive atmosphere may occur the person who has overall responsibility for the premises must co-ordinate any measures necessary to be taken for the protection of all relevant persons from any risks from the explosive atmosphere.

Section 12: Capabilities and Training

See Appendix E

12.1 Training of employees.

12.2 Training on induction, periodically and fire drills

12.3 As with reviewing the risk assessment, training needs to be updated and revised according to the ever changing workplace. Such as on the introduction of new shift systems or new technology.

12.4 All staff should be given information and instruction as soon as possible after they are appointed and regularly after that. Make sure you include staff who work outside normal working hours, such as contract cleaners or maintenance staff. The information and instructions you give must be in a form that can be used and understood. They should 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.

The information and instruction you give should be based on your emergency plan and must include:

- the significant findings from your fire risk assessment;
- the measures that you have put in place to reduce the risk;
- what staff should do if there is a fire;
- the identity of people you have nominated with responsibilities for fire safety;
- any special arrangements for serious and imminent danger to persons from fire.

A training record or log book should be kept to ensure that all staff has received training and not missed any, due to such things as holidays or sickness.

12.5 All employees have a duty to co-operate with the responsible person regarding fire safety.

Section 13: Co-operation and Co-ordination

Where two or more responsible persons share premises//buildings they must co-operate and take all reasonable steps to inform the other responsible persons of any risks that may arise from their own undertaking that could effect relevant persons in the whole of the building and externally where necessary.

Where an explosive atmosphere may occur the person who has overall responsibility for the premises must co-ordinate any measures necessary to be taken for the protection of all relevant persons from any risks from the explosive atmosphere.

Section 14: Firefighter Switches for Luminous Discharge Tubes

14.1 Installations to which this refers to, are high-voltage discharge lighting circuits provided for exterior use or interior use in shopping malls, arcades or covered markets etc, where the apparatus is unattended. For an exterior installation the switch shall be outside the building and adjacent to the equipment, or alternatively a notice indicating the position of the switch shall be placed adjacent to the equipment.

For an interior installation the switch shall be in the main entrance to the building or at some other position as agreed. The switch shall be placed in a conspicuous position and generally at not more than 2.7m metres from the ground.

Where more than one switch is installed on any one building, each switch shall be clearly marked to indicate the installation (or part) it controls. The switch shall be coloured red and have fixed on or near it a durable nameplate of minimum dimensions 150mm BY 100mm marked with the words "FIRE-FIGHTERS' (or "FIREMAN'S) SWITCH".

The switch shall have it's "ON" and "OFF" position clearly marked with the "OFF" position at the top. It shall be provided with a device to prevent the switch being inadvertently returned to the "ON" position.

Section 15: Maintenance of Measures Provided for Protection of Firefighters

15.1 Dry and wet rising mains are intended for use by the Fire Service or properly trained personnel, to enable the rapid deployment of water to help fight fire in a building. Dry risers are 'uncharged' rising mains with outlet valves on each floor (typically located in convenient positions, like stair-case enclosures, for example) and an inlet valve external to and/or beneath the ground floor, so that the Fire Service can readily connect into the water supply. A wet riser is permanently charged with water.

Dry/Wet risers and foam inlets require regular inspection and occasional maintenance to ensure that they will work in an emergency. Since 1989, it has been the responsibility of a building's owner / occupier to keep its hydrant systems in working order.

15.2 Firefighting shafts can be all or a combination of Firefighting Stairs, a Protected Lobby and Fire Mains combined in a protected shaft. Some Firefighting Shafts are required to have a Firefighting Lift in addition to the other facilities. Typically, Firefighting Shafts are provided in the following circumstances:

(a) Buildings with a floor more than 18m above fire service vehicle access level or with a basement more than 10m below fire service vehicle access level.

(b) Buildings with a storey of 900m² or more in area, where the floor is at a height of more than 7.5m above fire service vehicle access level and belong to certain purpose groups for example:

(i) Shop and commercial;

(ii) Specific storage and non-residential buildings.

(c) Buildings with two or more basement storeys, each one exceeding 900m² in area. These shafts need to be kept clear and free from combustible materials.

15.3 Above ground inspection, pay attention to the hydrant frame, the cover, the surrounding surface and the hydrant indicator plate, which needs to be checked for damage. Below ground inspection involves the hydrant pit and the hydrant itself. This will find any leakage which may effect the delivery of water for fire fighting purposes. Wet pressure testing, (preferably carried out by the local authority fire service) Carried out if there are doubts about a hydrant's performance. Checks the water flow to ensure the hydrant is working properly.

15.4 Fire appliance access to buildings is necessary to enable firefighting operations to take place this may be for high reach appliances such as turntable ladders or to enable pumping appliances to supply water and equipment. Access requirements increase with building height and area, access routes and hard standing should comply with the recommendations made in the Building Regulations, Approved Document B. Where risers are provided there should be vehicle access to within 18m of each inlet Typically appliances require a minimum access width of 3.7m (3.1 for gateways) and hard standing capacities of 12.5 tonnes for appliances and 17 tonnes for high reach appliances (where necessary).

Section 16

The significant findings of the assessment, including the measures that have or will be taken by the responsible person pursuant to the Fire Safety Order.

16.1 The preventive and protective measures include all the fire safety matters mentioned so far, when hazards/risks are viewed they should be done so bearing in mind the 'principles of prevention' these are;

- avoiding the risks
- Evaluating the risks that cannot be avoided.
- Adapting to technical progress.
- Replacing the dangerous with the non-dangerous or less dangerous.
- Developing a coherent overall policy which covers technology, organisation of work and the influence of factors relating to the working environment.
- Giving collective protective measures priority over individual protective measures, and
- Giving appropriate instructions to employees.
-

The following sections are based on the risk level estimators in BS 8800, Guide to occupational health and safety management systems, and being subjective are for guidance only.

16.3 Take into account all of the fire safety measures noted and observed at the time of this assessment in order to consider the hazard from fire (probability of ignition) within the premises boundary.

16.4 Take into account the construction and use of the building/premises;
the occupants/ relevant persons;
type of alarm/detection system;
fire protection of escape routes;
dangerous substances;
maintenance of fire safety measures;
staff training;
managerial policy and procedures.

Slight harm – The outbreak of a fire is unlikely to result in the serious injury or death of an occupant. (other than a sleeping occupant of a room where a fire may occur)

Moderate harm – The outbreak of a fire may result in injury to one or more of the occupants but is unlikely to result in multiple fatalities.

Extreme harm – There is a significant potential for serious injury or death to one or more occupants.

Potential consequences of fire Fire hazard ↓ →	Slight Harm	Moderate Harm	Extreme Harm
LOW RISK	Trivial	Tolerable	Moderate
MEDIUM RISK	Tolerable	Moderate	Substantial
HIGH RISK	Moderate	Substantial	Intolerable

16.5. Based on 16.3 and 16.4 assess the risk to life from fire in the building/premises. A risk based control plan should be proportional to risk.

Trivial – Little or no action required.

Tolerable – No major additional controls are required, however there may be a need for improvements that involve limited or minor costs.

Moderate – Efforts must be made to reduce the risk(s) and measures must be implemented within a defined time period.

A further assessment may be required if a moderate risk is associated with any consequences that constitute extreme harm to determine the priority for improved control measures.

Substantial – If the premises/building is occupied urgent action should be taken to reduce the risk(s), considerable resources may need to be allocated to achieve this. If the premises/building is unoccupied then occupation should not take place until the risks have been reduced.

Intolerable – Building/premises/relevant area should not be occupied until the risk has been reduced.

16.6. The results of the significant findings from your fire risk assessment should be formulated into an action plan that comprises of the recommendations made to ensure that the risk of fire is reduced or maintained to or at a trivial or tolerable level. (Should no significant risks be identified it may just be the continued maintenance of existing control measures). The plan should address not only any physical fire precautions necessary but also any managerial issues that need to be addressed. It should be prioritised appertaining to the risks and achievable time scales and be mindful of costs. The assessment and action plan should contain sufficient information to enable any Enforcing Authority too see that the Responsible Person is complying with the requirements of the Fire Safety Order, as far as is reasonably practicable, that all reasonable precautions have been taken and that due diligence has been exercised.

APPENDIX A MATTERS TO BE TAKEN INTO PARTICULAR ACCOUNT IN RISK ASSESSMENT IN RESPECT OF YOUNG PERSONS

(Where a young person is to be employed, then relevant information from the risk assessment should be provided to a parent/guardian of the young person before they are employed)

The matters are:-

- The Inexperience, Lack Of Awareness Of Risks And Immaturity Of Young Persons;
- The Fitting-Out And Layout Of Premises;
- The Nature, Degree And Duration Of Exposure To Physical And Chemical Agents;
- The Form, Range, And Use Of Work Equipment And The Way In Which It Is Handled;
- The Organisation Of Processes And Activities;
- The Extent Of The Safety Training Provided Or To Be Provided To Young Persons; And
- Risks From Agents, Processes And Work Listed In The Annex To Council Directive 94/33/Ec(A) On The Protection Of Young People At Work.

APPENDIX B

5 STEPS TO RISK ASSESSMENT

Carrying out a risk assessment

The important things you need to decide is whether hazards are significant and whether you have covered them by satisfactory precautions so that the risk is acceptably low.

STEP 1: Identify the fire hazards in the workplace:- sources of ignition
sources of fuel explosive atmospheres/substances

STEP 2: 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 3: Evaluate the risks and apply the **preventive and protective measures** as detailed below

The principles are:-

1. Avoiding risks;
2. Evaluating the risks which cannot be avoided;
3. Combating the risks at source;
4. Adapting to technical progress;
5. Replacing the dangerous by the none dangerous or less dangerous;
6. Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
7. Giving collective protective measures priority over individual protective measures; and
8. Giving appropriate instructions to employees.

STEP 4: Record your findings and details of the action you took as a result :-
Prepare an emergency plan
Inform, instruct and train employees in fire precautions.

STEP 5: Keep the assessment under review and revise it when necessary.

If you share premises with other people you should liaise with them and inform them of any risks which may affect them.

Where five or more persons work in the workplace, even if they are not working at the same time, a record must be kept of the findings of the risk assessment. This record should be available for inspection when required.

If, following your risk assessment there is a need to carry out structural alterations to your premises or to make such changes that will effect means of escape, you may need building regulations approval, should this be the case, enquiries should be made to the Local Authority or an Approved Inspector prior to the commencement of work.

APPENDIX C

MATTERS TO BE CONSIDERED IN RISK ASSESSMENT IN RESPECT OF DANGEROUS SUBSTANCES

"Dangerous substance" means—

(a) a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable,

Whether or not that substance or preparation is classified under the chip Regulations;

(b) A substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present in or on premises creates a risk; and

(c) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere;

The matters to be considered are:-

- The hazardous properties of the substance;
- Information on safety as provided by the supplier, including the relevant safety data sheet(s);
- The circumstances of the work including:-
- The special, technical and organisational measures and the substances used and their possible interactions;
- The amount of the substance involved;
- Where the work will involve more than one dangerous substance, the risk presented by such substances in combinations; and the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances;
- Activities, such as maintenance, where there is the potential for a high level of risk;
- The effect of measures which have been or will be taken pursuant to this Order;
- The likelihood that an explosive atmosphere will occur and its persistence;
- The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective;
- The scale of the anticipated effects;
- Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur, and such additional safety information as the responsible person may need in order to complete the assessment.

APPENDIX D

MEASURES TO BE TAKEN IN RESPECT OF DANGEROUS SUBSTANCES

In applying measures to control risks the responsible person must, in order of priority:-

- Reduce the quantity of dangerous substances to a minimum;
- Avoid or minimise the release of a dangerous substance;
- Control the release of a dangerous substance at source;
- Prevent the formation of an explosive atmosphere, including the application of appropriate ventilation;
- Ensure that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;
- Avoid: - ignition sources including electrostatic discharges; and such other adverse conditions as could result in harmful physical effects from a dangerous substance; and segregate incompatible dangerous substances.

The responsible person must ensure that mitigation measures include:-

- Reducing to a minimum the number of persons exposed;
- Measures to avoid the propagation of fires or explosions;
- Providing explosion pressure relief arrangements;
- Providing explosion suppression equipment;
- Providing plant which is constructed so as to withstand the pressure likely to be produced by an explosion; and providing suitable personal protective equipment.

The responsible person must:-

- Ensure that the premises are designed, constructed and maintained so as to reduce risk;
- Ensure that suitable special technical and organisational measures are designed, constructed, assembled, installed, provided and used so as to reduce risk;
- Ensure that special , technical and organisational measures are maintained in an efficient state, in efficient working order and in good repair;
- Ensure that equipment and protective systems meet the following requirements:-
- Where power failure can give rise to the spread of additional risk, equipment and protective systems must be able to be maintained in a safe state of operation independently of the rest of the plant in the event of power failure;
- Means for manual override must be possible, operated by employees competent to do so, for shutting down equipment and protective systems incorporated within automatic processes which deviate from the intended operating conditions, provided that the provision or use of such means does not compromise safety;
- On operation of emergency shutdown, accumulated energy must be dissipated as quickly and as safely as possible or isolated so that it no longer constitutes a hazard; and necessary measures must be taken to prevent confusion between connecting devices;
- Where the work is carried out in hazardous places or involves hazardous activities, ensure that appropriate systems of work are applied including:-
- The issuing of written instructions for the carrying out of work; and a system of permits to work, with such permits being issued by a person with responsibility for this function prior to the commencement of the work concerned.

APPENDIX E TRAINING

What are an employer's responsibilities in respect of training employees in fire safety?

Under general health and safety legislation you must ensure that all your staff have suitable and sufficient information, instruction and training on all matters relating to safe working conditions and practices, and especially in emergency procedures.

You must ensure that employees know what to do in any emergency and that they are aware of the contents and outcomes of the Fire Risk Assessment.

Training needs to be carried out regularly – people forget things. Also, when new staff start work they should have training on emergency procedures.

It is good practice to record the date and time and who you gave training to. This will ensure that you have a record of training should someone imply that you are not carrying out your legal duties.

What subjects do I need to cover when organising fire safety training?

Fire safety training need not be complicated. All of the following subjects should be included:

- a) The action to take on discovering a fire.
- b) How to raise the alarm and what happens then.
- c) The action to take on hearing the fire alarm.
- d) The procedures for alerting customers and visitors, including where necessary, directing them to exits.
- e) The arrangements for calling the Fire Brigade.
- f) Evacuation procedures for everyone to reach the assembly point at a safe place.
- g) The assembly point.
- h) The location and, where appropriate, the use of fire-fighting equipment.
- i) The location of the escape routes, especially those not in regular use.
- j) How to open all escape doors including the use of any emergency fastenings e.g. break glass bolts etc.
- k) The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke.
- l) How to isolate machines, equipment etc as necessary.
- m) How to isolate power supply sources.
- n) Why not to use lifts (if provided).
- o) Evacuation of disabled customers or staff.
- p) Importance of general fire safety and good housekeeping.
- q) Understanding the Fire Risk Assessment, where it is kept, when it needs to be updated etc.
- r) The control measures in place in the premises.
- s) The need to report equipment faults and malfunctions.
- t) How to deal with spillages.

Is it necessary to keep training records?

Whilst the need for training records is not specifically laid down in law, it is good practice to keep records of who has had what training and when. Employers will need to be able to demonstrate that they have complied with their legal duties and the best way is to keep records.

How often should fire safety training be carried out?

At least annually and sometimes more frequently if the risk of the premises warrants it.

All new employees must have fire safety training – or information or instruction – as part of their induction training. If your workforce are liable to forget key fire safety messages then more regular training will be required. People tend to become complacent about hazards and risks and regular fire safety training will remind them of the likelihood of a fire, how quickly it could spread and the potential risk to life. Regular refresher training should include the key messages of fire safety but should also include up to date, relevant information – perhaps about recent fires or incidents – so that it remains fresh and interesting to those who have to hear the information.

Who can give training in fire safety?

The law expects “competent” persons to be involved in giving advice and carrying out

training in health and safety, including fire safety. There are no specific qualifications needed in order to establish competency in delivering fire safety training but certain criteria should be demonstrated:-

- Experience in the workplace and the fire safety precautions in place.
- Knowledge of the fundamentals of fire and how and where it can start, its effects etc.

It is not always necessary to give practical demonstrations in how to use fire extinguishers as practical videos can be used.

Is there a difference between induction training for fire safety and general fire safety training?

Induction training in fire safety is generally intended to cover key emergency information an employee needs to know in order to ensure their safety.

Induction fire safety should at the very minimum include:-

- Method of raising the alarm
- Evacuation procedures
- Location of means of escape
- Assembly point
- Checking in/clocking in procedure
- Major fire hazards within the building

Employees should be given induction training on day one of their employment. It is good practice to develop everyone's basic knowledge by scheduling employees to attend more detailed fire safety training.

I intend to give my employees further fire safety training. What subjects should I cover?

Fire safety training need not be complicated. The following subjects should be included:-

- The action to take on discovering a fire
- How to raise the alarm and what happens then
- The action to take on hearing the fire alarm
- The procedures for alerting customers and visitors, including where necessary, directing them to exits
- The arrangements for calling the Fire Brigade
- Evacuation procedures for everyone to reach the assembly point at a safe place
- The assembly point
- The location and, where appropriate, the use of fire-fighting equipment
- The location of the 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
- How to isolate machines, equipment etc as necessary
- How to isolate power supply sources
- Why not to use lifts (if provided)
- Evacuation of disabled customers or staff
- Importance of general fire safety and good housekeeping
- Understanding the Fire Risk Assessment, where it is kept, when it needs to be updated etc
- The control measures in place in the premises
- The need to report equipment faults and malfunctions
- How to deal with spillages

Will fire wardens need additional fire safety training to that which they have had as an employee?

Probably, the topics for the Fire Warden (Marshall) fire safety course will be similar to those of any fire safety course but the level of information that they may need will be greater.

Fire Wardens should be very aware of what their role is and must be clear about their

responsibilities. So, the first aspect of Fire Warden training will be to state clearly that their role should be:-

- To take appropriate and effective action if a fire occurs
- To ensure that escape routes are kept available for immediate use
- To identify and report fire hazards in the workplace

The syllabus should then include:-

- Fire safety management within the Company
- The Company Fire Safety Policy
- The Fire Warden's role
- Developing a "fire safe" environment
- Company fire procedures
- The nature of fire
- The triangle of fire
- Means of escape
- Fire warning
- Escape routes
- Emergency exits
- Signage
- Fire evacuation
- Fire drills
- Fire prevention
- Good housekeeping
- Arson spotting
- Fire fighting
- Location and type of fire extinguishers
- How to use them
- Which fire extinguisher is used on what type of fires
- Fire blankets
- Use of sprinklers
- How to identify fire extinguishers
- Fire safety monitoring
- Fire safety checks
- Hazard spotting
- Fire prevention – electrical testing of appliances etc

What is the requirement for training in fire drills?

A practice fire drill should be carried out at least once every twelve months in most premises, and in those which are high risk or open to large numbers of the public e.g. department stores, fire drills should be carried out more frequently. Fire escape routes should all be available for practice fire drills except that it is good practice to assume that one is inaccessible as would be likely in the event of a fire. Even if members of the public are not present for the fire drill it is sensible to carry one out because it is important that the staff know what to do in an emergency and that they are trained and familiar with the steps to be taken. The full fire alarm should be activated by a member of staff as if it were an emergency and the procedures followed should be those that would be practised in a real emergency. The effectiveness of a fire drill should be observed and monitored for efficiency and effectiveness. It is of little value if a fire drill is carried out which is ineffective and remedial measures are not taken to put it right. It is important to check the time it takes to evacuate different parts of the building, e.g. floors and the time it takes to evacuate the whole building;

Is it reasonable?

Does it leave people vulnerable?

Did people go to a place of relative safety?

What happened to them once there?

Were they assisted in the final exit?

Did everyone go to the Assembly Point?

Was anyone missing who should have been accounted for?

Did Fire Wardens check their floors/areas?

What happened to anyone with any disabilities? Could they have been effectively evacuated?

Do employers have duties to train people other than their employees?

Employers must provide appropriate information, instruction and training to those who are affected by their business or undertaking. Obviously, members of the public cannot be trained in fire safety but they can be provided with information in the shape of fire safety signs etc. Visitors to any business premises should be informed or instructed in fire safety procedures.

This is often done at the Reception and visitors are given name badges and brief information on what to do in the event of a fire. This can be on the reverse of the ID card or a separate instruction displayed on the counter. Contractors working on the premises should be treated differently and they must be given information and instruction about the fire hazards and risks associated with the workplace.

They must also be given information on emergency procedures, the fire alarm system etc.

In addition, contractors must give information to the employer about any tasks that they are going to undertake which may cause hazards and risks to the employer's workforce.

Any use of hot works must be discussed and where necessary it would be good practice to run through a "tool box" talk on the fire hazards, risks and control procedures for using hot works, including any Hot Work Permit procedure. The overlap between employees working on the premises and contractors working on the premises in relation to health and safety is merging and it is now common practice for contractors and their employees/operatives to be invited to going employer health and safety training courses.

As most fires in commercial buildings are caused during refurbishment works it makes good business sense to include contractors in fire safety training.

Appendix F Arson Prevention Advice

<p>Step 1 Study the vulnerability of the building:</p> <ul style="list-style-type: none"> a. Externally b. Internally 	<p>Look at the building and what goes on within it. Note the possible ways in which fires could be started deliberately. Identify the vulnerable points both inside and outside the buildings and in the external areas within the building perimeter. In addition, consider the area in which the business is located in order to assess the likelihood of an arson attack in the neighbourhood.</p>
<p>Step 2 Identify the fire hazards:</p> <ul style="list-style-type: none"> a. All possible sources of ignition b. Flammable liquids and gases, combustible materials (including waste), furniture or furnishings and combustible elements of the structure c. Structural features that could lead to the spread of fire 	<p>A key element of the arson risk assessment is to identify, and reduce as far as is practical, the sources of ignition and combustible materials that are available to the opportunist arsonist. Although it is recognised that these cannot be eliminated completely, steps can be taken to eliminate or reduce the threat (see step 4). Steps should be taken to identify voids, unprotected ducts, unstopped gaps around services and similar features.</p>
<p>Step 3 Identify the people who could start fires deliberately: intruders, visitors and members of staff. Also consider the people that will be effected, especially anyone with a disability.</p>	<p>All staff should receive appropriate training so as to be aware of the danger of arson, and the threat that it presents to life and jobs. Everyone should take part in regular fire drills and be aware of the need to assist people with any form of disability.</p>
<p>Step 4 Eliminate, control or avoid the threat</p>	<p>Where possible, action should be taken to remove potential sources of ignition, flammable liquids and combustible materials from the workplace. It may be possible, for example, to replace a flammable solvent with a non-flammable one with similar properties. Checks of the premises should be made last thing at night, especially when contractors have been present. A fire risk assessment should be undertaken and appropriate action taken as necessary.</p>
<p>Step 5 Consider whether the existing security provisions are adequate or need improvement</p>	<p>Ensure that the best use is made of existing security measures before considering new complex or expensive installations or procedures. For example, many intruders enter buildings through windows or doors that are left insecure so ensure that a check is made at the end of each day.</p>
<p>Step 6 Consider whether the existing fire safety provisions are adequate or need improvement</p>	<p>Much can be done, often at little cost, to reduce the threat of arson and limit the horizontal and vertical spread of fire; effective compartmentation is a key element in reducing the damage caused by fire. The installation of a sprinkler system that will not only sound the alarm but will automatically fight the fire is a further advance in protection.</p>
<p>Step 7 Allocate the risk category and record the findings</p>	<p>Allocating the risk category need not involve complex mathematical formulations. A simple low, medium or high categorisation for each part of the premises may be sufficient.</p>
<p>Step 8 Prepare a business continuity plan</p>	<p>The business continuity plan should have a clearly defined purpose. Key members of staff should be identified and their roles defined. Key contractors should be listed with their contact points. Provision should be made for staff welfare as well as practical steps to ensure that the effect on business operations is minimised. A copy of the plan should be kept off the site.</p>
<p>Step 9 Carry out a periodic review of the assessment</p>	<p>The assessment should be reviewed if the nature of the business, the number of staff, the materials used or the character of the neighbourhood changes significantly.</p>