



FIRE & RESCUE SERVICE

Premises Fire Strategy Document

PREVENTING

PROTECTING

RESPONDING

CONTENTS

Page

FIRE SAFETY OVERVIEW

Premises Details/General Policy Statement	1
Provide a General Statement of Policy	2
Management System	4
General Description of the Premises	7
Fire Risk Assessment	9

MEANS OF ESCAPE

Means of Escape (General)	13
Means of Escape (Horizontal)	15
Means of Escape (Vertical)	17

FIRE SAFETY SYSTEMS

Fire Safety Signage	18
Fire Warning System	19
Emergency Lighting	20
Firefighting Equipment	21
Means of Escape/Fire Safety Conclusion	22
Record of Fire Safety Deficiencies	23

MANAGEMENT

Maintenance	24
Calling the Fire Service	27
Emergency Action Plan	27
Training	28
Record of Management Deficiencies	29
Significant Hazards	30

FIRE SAFETY OVERVIEW

This document suggests information that should be contained in a fire risk assessment record that due to its diverse content has been termed a fire strategy document. When completed in accordance with all suggestions it may serve as a record of the significant findings of a fire risk assessment.

Further guidance can be found in the fire safety guides issued by HM Government as detailed in the accompanying guidance note.

PREMISES DETAILS

Provide the following particulars:

- Name and Address of Premises
- Use of Premises
- Owner/Employer/Person(s) in Control of the Workplace
- Telephone Number
- Date of Risk Assessment
- Date of Review
- Name and relevant details of the person who carried out the fire risk assessment

Has the Risk Assessment been completed by a competent person?

A person shall be regarded as competent in this respect where he has sufficient training and experience or knowledge and other qualities to enable him properly to undertake the measures required.

(MHSW Regs Regulation 7)

Competence in the sense it is used in the MHSW Regulations does not necessarily depend on the possession of particular skills or qualifications. Simple situations may require only the following:

- a) An understanding of the relevant current best practice.
- b) An awareness of the limitations of one's own experience and knowledge; and
- c) The willingness and ability to supplement existing experience and knowledge, when necessary by obtaining external help and advice.

(MHSW Regs ACOP p18 para 51)

More complicated situations will require the competent person/assistant to have a higher level of knowledge and experience. More complex or highly technical situations will call for specific applied knowledge and skills which can be offered by appropriately qualified specialists.

The 'Responsible Person' is advised to check the appropriate health and safety qualifications (some of which may be competence-based and or industry specific, or membership of a professional body or similar organisation to satisfy themselves that the assistant they appoint has a sufficient high level of competence.

(MHSW Regs. ACOP p19 para 52)

Provide a General Statement of Policy

A safety policy is a written statement of an employer's intent to ensure the safety of their employees. The purpose of the safety policy is to give a clear unequivocal commitment to comply with the relevant Regulations. It can be recorded elsewhere or in the fire risk assessment.

(H&SAWA 1974 S,2(3) & MHSW Regs. ACOP p10 para 23)

Example:

'It is the policy of (employer/company/etc) to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.'

Name and Address of Premises:	
Use of Premises:	
Owner/Employer/Persons in control of Workplace:	
Tel No:	
Date of Risk Assessment:	
Date of Review:	
Name and relevant details of the Person who carried out the Fire Risk Assessment:	

General Statement of Policy

Signed: _____

Print Name: _____

Date: _____

Management System

Provide a statement specifying the planning, organisation, control, monitoring and review of the fire risk assessment.

<p>Planning</p>	<p>The 'Responsible Person' should set up an effective health and safety management system which is proportionate to the hazards and risks.</p> <p>Adequate planning includes:</p> <ul style="list-style-type: none"> • Adopting a systematic approach for completing risk assessment to decide on priorities and to set objectives for eliminating hazards and reducing risks. To include deadlines for completion of the fire risk assessment process and implementation of the preventative and protective measures which are deemed necessary. • Select appropriate methods of risk control to minimise risks setting objectives. • Establishing priorities and developing performance standards for completing the fire risk assessment and implementation of the preventative and protective measures. <p><i>(MHSW Regs. ACOP p13)</i></p>
<p>Organisation</p>	<p>Structure of Organisation. This includes:</p> <ul style="list-style-type: none"> • Involving employees in carrying out fire risk assessments. • Those who decide on the protective and preventative measures. • Those involved in implementing protective and preventative measures. • Effective communications to ensure Health and Safety information is communicated to and between employees. • Securing competence by the provision of adequate information, instruction and training, and its evaluation particularly for those involved in the fire risk assessment process. <p><i>(MHSW Regs. ACOP p13,14)</i></p>
<p>Control</p>	<p>Identity of persons responsible for tasks.</p> <p>Established control measures should:</p> <ul style="list-style-type: none"> • Clarify Health and Safety responsibilities ensuring co-ordination between everyone. • Ensure those with responsibilities understand what they have to do and that they have the time and resources to discharge them. • Include the setting of standards to judge performance of those with responsibilities. • Ensure adequate supervision arrangements. <p><i>(MHSW Regs. ACOP p14)</i></p>

<p>Monitoring</p>	<p>Employers should measure what they are doing to implement their health and safety policy and monitor effectiveness of that implementation:</p> <ul style="list-style-type: none"> • Have a plan and make routine inspections to ensure preventative and protective measures are in place and are effective. • Investigating the case of any incident to ensure lessons are learnt and remedial action taken. • Record monitoring activities/process. <p><i>(MHSW Regs. ACOP p14)</i></p>
<p>Review</p>	<p>The review process should:</p> <ul style="list-style-type: none"> • Include mechanisms to ensure remedial work has been done. • Include mechanisms to ensure remedial work not done is prioritised and completed. • Review the management system to ensure it remains effective, ie fire risk assessment is reviewed when it becomes necessary. <p><i>(MHSW Regs. ACOP p15)</i></p>

Management System
Commentary:
Planning
Organisation
Control
Monitoring
Review

General Description of Premises
--

Give a general description of the premises and the use to which it is put.

Include the following details:

- *Times in use*
- *Total number of persons employed in the premises at any one time*
- *Total number of persons who may resort to the premises at any one time*
- *Size of the premises*
- *Number of floors and staircases*

General Description of Premises
--

--	--

Occupancy:	
-------------------	--

Times the premises are in use:	
---------------------------------------	--

Total number of persons employed to work within the premises at any one time:	
--	--

Total number of persons who may resort to the premises at any one time:	
--	--

Size: (metres x metres)	
--------------------------------	--

Number of Floors:	
--------------------------	--

Number of Stairs:	
--------------------------	--

Fire Safety Systems

Give an overview of any fire safety systems in the premises which include: Fire Warning Systems, Emergency Lighting, Sprinkler Systems.

Fire Safety Systems within the Premises

Fire Warning System (ie rotary gongs, break-glass system, automatic fire detection system, to British Standard 5839).

Emergency Lighting Systems within the Premises

Escape Lighting (ie hand torches non maintained, maintained, 1-3 hour duration, British Standard 5266, etc)

Sprinkler Systems within the Premises

Sprinkler System (ie Sprinklers to LPC Rules, British Standard 5306: Part 2, Residential Sprinklers to BS 9251)

FIRE RISK ASSESSMENT

Carry out a fire risk assessment of the premises and record:

1. The significant findings: and
2. Any group of employees identified by it as being especially at risk.

It is suggested the 5-step narrative method is used.

Does the record show the significant findings?

1. It is a record of the preventative and protective measures in place to control the risks.

Preventative and protective measures means the measures which have been identified by the employer in consequence of the assessment as the measures he needs to comply with the requirements and prohibitions imposed upon them
(MHSW Regs 2)

2. Does it indicate what further action, if any, needs to be taken to reduce risk sufficiently?
3. Is there proof that it is suitable and sufficient?

It is easier to demonstrate that an assessment is suitable and sufficient if the record shows not just the conclusion, but also the reasoning. A record of the significant findings does not necessarily mean that the assessment was suitable and sufficient. If the record also includes workings to show how the significant findings were reached, together with an identification of the main sources of information and key facts and opinions considered, management is in a better position to judge whether it is suitable and sufficient.
(MHSW Regs ACOP p10 para25)

Is the risk assessment suitable and sufficient?

(MHSW Regs ACOP p6)

To be suitable and sufficient:

1. Does it identify hazards and significant risks:

There should be an effective statement of hazards and risks which then leads management to take the relevant steps to protect.

The risk assessment should identify how the risks arise.
(MHSW Regs ACOP p5 para 10)

The risk assessment should identify the hazards present in any working environment.
(MHSW Regs ACOP p6 para11)

The risk assessment should identify the risks arising from or in connection with work.
(MHSW Regs ACOP p6 para 13a)

A risk assessment should ensure that the significant risks and hazards are addressed.
(MHSW Regs ACOP p8 para 18)

2. Does it identify who might be harmed and how:

Identify people who might be harmed by the hazard, including employees, other workers in the workplace and members of the public. Do not forget office staff, night cleaners, maintenance staff, security guards, visitors and members of the public. You should identify groups of workers who might be at particular risk, such as inexperienced workers, night workers, those who work alone and disabled staff.
(MHSW Regs ACOP p9 para21)

The risk assessment should identify how the risks impact on those effected.
(MHSW Regs ACOP p5 para 10)

The risk assessment must also consider all those who might be affected by the undertaking whether they are workers or others, such as members of the public.
(MHSW Regs ACOP p6 para 13a iv)

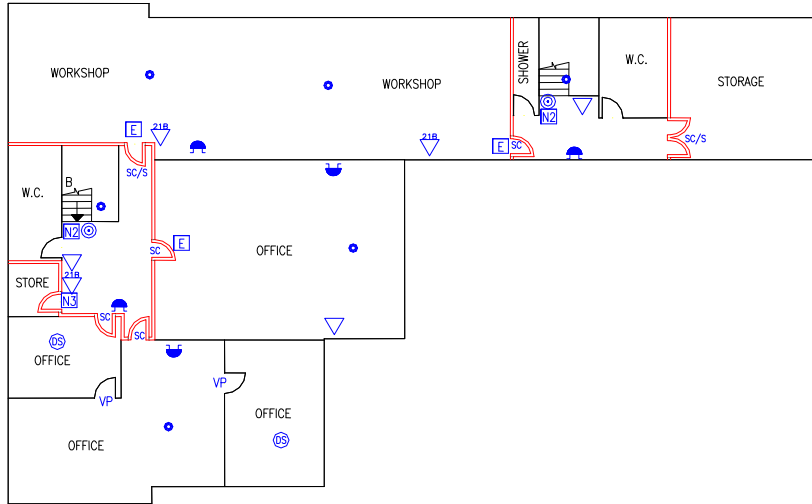
Plan

A suggested method to record the preventative and protective measures is to provide or draw a single line plan of the premises which should be appended to this document. An example is shown on the next page.

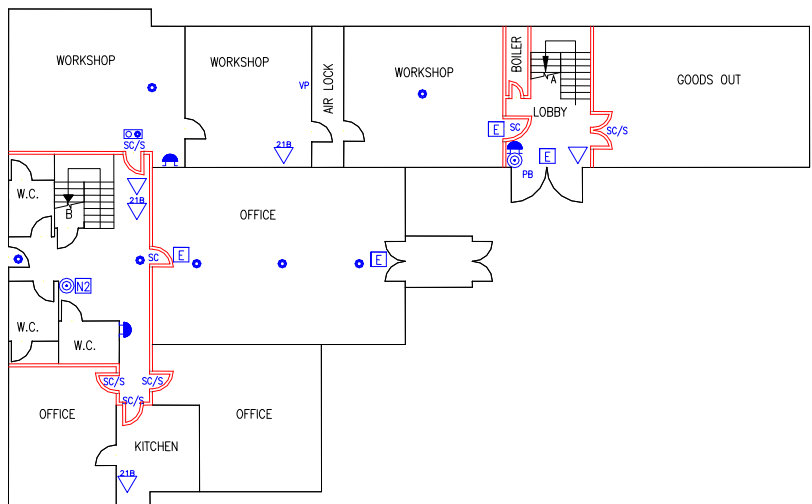
The plan should show:

- Escape routes (number of exits, number of stairs, fire-resisting doors, fire-resisting walls and partitions, places of safety, etc).
- Fire safety signs and notices (ie pictographic fire exit signs, fire action notices, etc).
- The location of fire warning devices (ie break-glass alarm points, sounders, rotary gongs)
- The location of emergency lights (to include hand held torches if provided)
- The location and type of firefighting equipment (ie water extinguishers, foam extinguishers, etc)














Plan




































FIRST FLOOR



GROUND FLOOR

-  FIRE DOOR – KEEP LOCKED SHUT
-  VISION PANEL
-  EMERGENCY LIGHTING
-  FIRE EXTINGUISHER
21B FIRE RATING
-  SMOKE SEALS
-  SELF CLOSING DEVICE
-  EXIT SIGN
-  FIRE ALARM SOUNDER
-  FIRE ALARM CALL POINT
-  FIRE EXTINGUISHER
13A FIRE RATING
-  PUSH BAR TO OPEN
-  STAFF FIRE NOTICE
-  ILLUMINATED EXIT BOX

	FIRE EXTINGUISHER 13A FIRE RATING		FIRE ALARM SOUNDER		NO COMBUSTIBLE STORAGE		MANUAL FIRE ALARM SOUNDER		DIRECTIONAL EXIT SIGN	
	FIRE EXTINGUISHER 21B FIRE RATING		EMERGENCY LIGHTING		HYDRANT		VISUAL WARNING DEVICE		ILLUMINATED EXIT BOX	
	FIRE EXTINGUISHER 34B FIRE RATING		ENCLOSED AREA COVERED BY EMERGENCY LIGHTING		DRY RISER	*	EXIT NOT FORMING PART OF ESCAPE		DIRECTIONAL ILLUMINATED EXIT BOX	
	FIRE EXTINGUISHER 183B FIRE RATING		GENERAL FIRE NOTICE		FIRE ALARM INDICATOR PANEL		PUBLIC ADDRESS SYSTEM		FIRE BLANKET	
SC	SELF CLOSING DEVICE		STAFF FIRE NOTICE		INFRA RED FLAME DETECTOR		Enclosed area covered by Public Address System	VP	VISION PANEL	
	SMOKE DETECTOR		FIRE DOOR – KEEP LOCKED SHUT		VERTICAL LADDER		INTERNAL TELEPHONE	EL	ESCAPE LOCK	
	ENCLOSED AREA COVERED BY SMOKE DETECTION		SLIDE TO OPEN	FRG	FIRE RESISTING GLASS	SC/A	AUTOMATIC RELEASES	HOSE REEL	RS	ROLLER SHUTTER DOOR
	HEAT DETECTOR		EMERGENCY EXIT – KEEP CLEAR	HRL	HANDRAIL	SC/S	SMOKE SEALS	UO	UP AND OVER DOOR	
	FIRE ALARM CALL POINT		FIRE DOOR – KEEP SHUT	GRL	GUARD RAIL		EXIT SIGN	SD	SECURITY DOORS	

MEANS OF ESCAPE

Means of Escape (General)

Consider the fire hazards within the premises:

- Ignition sources (ie naked flames, sparks, portable heaters, smoking materials)
- Sources of fuel (ie large quantities of paper, combustible fabrics, plastics, paints, thinners, chemicals, flammable gases)
- Work processes
- Structural features that promote the spread of fire (open staircases, openings in walls and floors, large voids above ceilings and below floors)

Can any fire risks identified be removed, replaced or reduced?

Specify the fire hazards within the premises:

Ignition Sources

Sources of fuel

Work processes

Structural features

Other

Describe the anticipated fire(s) in terms of size and location indicating the likely growth and spread in terms of time.

Identify and specify the location of people at risk in case of fire indicating any characteristics relevant to evacuation

Consider:

- Employees
- Employees, visitors, and other persons whose mobility, hearing or eyesight is impaired
- Other persons in the premise if the premises are multi-occupied
- Varied working practices (ie areas of your premises occupied when others are not)
- Areas where employees/others are isolated
- Visitors
- Persons who may be asleep in the premises

Identify and specify the location of people at risk in case of fire indicating any characteristics relevant to evacuation

Means of Escape – Horizontal Evacuation

Assess the Adequacy of the Means of Escape

Consider:

- Adequacy of control measures for any fire hazards
- The need to control and monitor the number of occupants.
- The number and behaviour characteristics of occupants
- The likely growth and spread of fire – time based
- The time available for escape
- In the event of a fire can all persons safely evacuate after taking into account the fire risks?
- Travel distances
- Definition and number of escape routes
- Number and widths of exits
- Inner rooms situations
- Corridors
- Dead end conditions
- Door openings and door fastenings
- Do all escape routes lead to a place of safety (ie not to an enclosed yard)
- Housekeeping
- Sufficient number of stairways
- Provision for people with disabilities

Taking into account

POTENTIAL FIRE GROWTH (Hazards) and OCCUPANT CHARACTERISTICS

Describe and assess the means of escape. Provide conclusions as to the adequacy/inadequacy of the systems giving reasons to substantiate the conclusions

Means of Escape – Horizontal Evacuation

Commentary:

Means of Escape – Vertical Evacuation

Consider:

- Are there sufficient stairways to get all occupants out of the premises even if one stairway is inaccessible due to fire?
- Are the stairways wide enough to get all occupants out of the premises?
- Do the doors, walls and partitions to the stairways need to be fire-resisting (ie could a fire spread to the staircase(s) before occupants have evacuated taking into account the fire hazard present)?
- Door openings and door fastenings
- Do the exits from the stairways lead to a place of safety (ie not to an enclosed yard)?
- Housekeeping

Means of Escape – Vertical Evacuation

Commentary:

FIRE SAFETY SYSTEMS

Fire Safety Signage

Consider:

- Are there sufficient fire exit signs on the escape routes:
- Are internal fire-resisting doors indicated with 'Fire Door – Keep Shut' notices?
- Are internal fire-resisting doors to cupboards indicated with 'Fire Door – Keep Locked Shut' signs
- Where necessary have fire exit doors got 'Fire Exit – Keep Clear' notices?
- Is there general fire action notices displayed stating what to do in a fire situation?
- Is firefighting equipment indicated?
- Are there signs indicating how to use door mechanisms ie 'Push Bar To Open'?

Fire Safety Signage

Commentary:

Fire Warning System

Consider:

- Is there a suitable fire warning system to alert occupants in the event of a fire?
- Can all occupants hear the alarm when it is sounded?
- If the premises are large and/or complex an electric fire alarm should be installed to the current British Standard.
- Is there a need for automatic fire detection, ie sleeping risks, multi-occupied premises, varied working?

Fire Warning System

Commentary:

Emergency Lighting

Consider:

- If the premises are in use during the hours of darkness emergency lighting should be provided
- Areas of the premises with no natural light should be provided with emergency lighting
- If the premises are large and/or complex an emergency lighting system should be installed to the current British Standard
- Where the premises are small a number of hand held torches strategically located may be sufficient?
- When operated is there sufficient illumination for occupants to see the escape routes clearly?
- When operated is there sufficient illumination for occupants to see the external escape routes clearly?
- Does the system operate on sub-circuit failure?
- Is there sufficient illumination at changes of level?
- Is there sufficient illumination at changes in direction?
- Is there sufficient illumination to show fire alarm call points and firefighting equipment?

Emergency Lighting

Commentary:

Firefighting Equipment

Consider:

- Is there sufficient firefighting equipment provided?
- Is the firefighting equipment appropriate for the risks?
- Is the firefighting equipment simple to use?
- Have fire extinguishers been checked by a competent person within the last twelve months?
- Does it conform to a standard:
- Is the firefighting equipment located on the escape routes and near to exit doors?
- Is it securely hung on wall brackets or suitable floor plates?

Firefighting Equipment

Commentary:

Means of Escape/ Fire Safety Systems: Overall Conclusion

Commentary:

Record of Fire Safety Deficiencies

Make a list of the fire safety deficiencies found from the fire risk assessment.

Record the deficiencies and remedial works required. Prioritise the remedial work.

When remedial works are completed amend the fire risk assessment to produce an up-to-date record of the fire safety provisions within the premises.

List of Fire Safety Deficiencies to be Rectified

Detail action to be taken	Date to be Rectified	Date Rectified
	Print name	Print name
	Print name	Print name
	Print name	Print name
	Print name	Print name
	Print name	Print name
	Print name	Print name

MANAGEMENT

Maintenance

The means of escape and other fire safety provisions must be maintained, at suitable intervals, by a competent person and the maintenance recorded.

Produce a maintenance schedule that covers the means of escape, signs and notices, fire warning system, emergency lighting if provided and firefighting equipment.

Specify who will carry out the maintenance and where it will be recorded.

Use the table to check that all the fire safety provisions have been covered in the maintenance schedule.

Append the maintenance schedule to this document.

Maintenance

There needs to be a maintenance programme for the maintenance of the fire safety provisions in the premises.

Maintenance for Fire-Resisting Doors, Walls and Partitions

Commentary:

Maintenance of Escape Routes, Exit Doors

Commentary:

Maintenance of Fire Safety Signs

Commentary:

Maintenance of Fire Warning System

Commentary:

Weekly

Annually

Maintenance of Emergency Lighting

Commentary:

Monthly

Annually

Maintenance for Firefighting Equipment

Commentary:

Fire Safety Records

Commentary:

Method of Recording and Location of Records

Commentary:

Calling the Fire Service

Establish and record the method by which the Fire Service would be called in the event of a fire.

Method for Calling the Fire Service

Specify:

Emergency Action Plan (EAP)

Produce an emergency action plan which details procedures in the event of a fire in the workplace.

The emergency action plan should cover:

- all foreseeable events
- the action of employees in the event of a fire
- how people will be warned
- how the evacuation is carried out – to include the evacuation of visitors and people with disabilities
- assembly points
- procedures for checking the premises have been evacuated
- identify escape routes
- firefighting equipment
- duties and identities of persons with specific responsibilities in the event of a fire
- where appropriate the isolating of machinery and processes
- how the fire service are called and by whom
- liaison with fire service on arrival

General fire action notices should be displayed throughout

Append the Emergency Action Plan to this document

Summarise Emergency Action Plan (EAP)

Commentary:

Training

All employees should receive fire safety training which should be recorded.

Produce a training programme which specifies who receives training, what training is given, how often it is given and where it is recorded.

Append the training programme to this document.

Summarise Training Programme

Commentary:

Record of Management Defects

Record and rectify any deficiencies found under maintenance, method for calling the fire service, emergency action plan and training. Prioritise remedial measures.

List of Management Deficiencies to be Rectified

Detail action to be taken	Date to be Rectified	Date Rectified
	Print name	Print name
	Print name	Print name
	Print name	Print name
	Print name	Print name
	Print name	Print name
	Print name	Print name

Significant Hazards

Employers, and persons in control of a workplace other than the employer, should inform the Fire Authority of any significant hazards within the workplace that may require special procedures for rescue work and firefighting.

Significant Hazards	✓ or x
<p>Does the Fire Authority need to be informed of any significant hazard within the workplace that may require special procedures for rescue work and firefighting?</p> <p>Examples you may include are: Lasers, Acid Baths, Acetylene, Cylinders, Explosives etc.</p>	
<p>Specify:</p>	

Fire Hazard Notification

From:

Date:

Contact:

Telephone Number:

To:

Dear Sir

**FIRE RISK ASSESSMENT
THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005
NOTIFICATION OF SIGNIFICANT FIRE HAZARD WITHIN THE WORKPLACE**

The following was considered to be a significant fire hazard within the workplace and in those areas, special procedures may be necessary for rescue work and firefighting.

Signed:

Print Name:

Please send **only** this form to:

Mr J Gibson
Fire Safety Administration Support Manager
Bedfordshire and Luton Fire and Rescue Service
Southfields Road
Kempston
BEDFORD
MK42 9AP

Please note: You only need to submit your completed fire strategy document to the Fire Authority if requested by a Fire Safety Officer.

Instructions

1. File as FSGN65a behind new FSGN65 dated 20.7.06.
2. Insert title 'Premises Fire Strategy Document' in VIndex.

Instructions

1. File as FSGN65a behind new FSGN65 dated 20.7.06.
2. Insert title 'Premises Fire Strategy Document' in VIndex.

Instructions

1. File as FSGN65a behind new FSGN65 dated 20.7.06.
2. Insert title 'Premises Fire Strategy Document' in VIndex.

Instructions

1. File as FSGN65a behind new FSGN65 dated 20.7.06.
2. Insert title 'Premises Fire Strategy Document' in VIndex.

Instructions

1. File as FSGN65a behind new FSGN65 dated 20.7.06.
2. Insert title 'Premises Fire Strategy Document' in VIndex.