London Branch Meeting
4 October 2016
Agenda:

11:00 – 11:15: Welcome from Branch Chairman (Andrew)

11:15 – 11:45: IIRSM HQ Update (Phillip)

11:45 – 12:30: Presentation on Fire Risk Assessment in Low to Medium Fire Risk Buildings (Andrew)

12:30 – 13:00: Q&A

13:00 – 13:30: Networking
Welcome
Branch Chairman: Andrew Ammerlaan
IIRSM HQ Update
Phillip Pearson, CEO IIRSM
An Introduction to Fire Risk Assessment in Low to Medium Risk Premises

Andrew Ammerlaan FRSPH FIIRSM CMIOSH AIFireE

4th October 2016
Fire Risk Assessment in Low to Medium Risk Premises

What this presentation is about

- Why do a fire risk assessment?
- Who should do it?
- Where to get advice
- What should be included
- Who to tell about the assessment
- What next?
- How often should you review?
Why do a fire risk assessment?

A fire risk assessment is a legal requirement

- Health and Safety Work Act etc - employer’s duty *to ensure the health and safety and welfare.. of employees.* *(and others)*
- Management of Health and Safety Work Regs. 1999 - the general requirement of employers to risk assess
- Regulatory Reform (Fire Safety) Order 2005 - requirement to carry out a fire risk assessment
- Remember:
  
  risk = probability x outcome x how many affected
  x impact on business or function (business continuity)
Who should do it?

A fire risk assessment should be prepared by the person responsible for the premises

- This could be the landlord carrying an assessment for communal areas of a tenanted premises with individual tenants preparing their own documents - they should all fit together!
- Operator of a particular building carrying out an assessment for the whole premises
- Multi-occupancy premises can be problematic. Clear understanding of requirements must be in lease or tenancy document
- Could be others, e.g. Managing Agents
Who should do it?

The Responsible Person must have access to advice from a Competent person

- A person is regarded as being competent where he (she) has sufficient training and experience or knowledge and other qualities to enable him (her) properly to assist in undertaking the preventative and protective measures Article 18 (5) RRFSO 2005

- This could be a health and safety practitioner with fire safety experience or a specialist fire risk assessor

- The complexity of the potential fire risk will indicate the level of competency required

- Consider Occupational Safety and Health Consultants Register or IFE register of Fire Risk assessors

- Fire Risk Assessment Competency Council: Competency Criteria for Fire Risk Assessors
Where to get advice

Advice on fire risk assessments are available from a number of sources, many on-line and free to use:

- [http://www.hse.gov.uk/toolbox/fire.htm](http://www.hse.gov.uk/toolbox/fire.htm)
- [https://www.bedsfire.com/CommunitySafety/BusinessFireSafety/Pages/FireRiskAss.aspx](https://www.bedsfire.com/CommunitySafety/BusinessFireSafety/Pages/FireRiskAss.aspx)

has examples of fire risk assessment templates which can be download
What should be included

PAS 79 Fire risk assessment - guidance and a recommended methodology. Which gives guidance and corresponding examples of documentation for undertaking, and recording the significant findings of the fire risk assessment

http://shop.bsigroup.com/ProductDetail/?pid=000000000030251919

- Survey your premises and identify fire hazards
- Who is at risk?
- Remove or reduce the hazards
- Assign a risk category
- Are existing arrangements adequate?
- Record findings, consult and inform
Who to tell about the fire risk assessment

The contents of a fire risk assessment should be advised to:

- All employees, and seek their views
  - Fire wardens in particular, as they are your eyes and ears
  - Employee trade union or other employee reps
- The landlord of the premises or the Managing Agent
- Adjoining occupiers
- Long-term contractors (what impact will they have?)
- Insurance providers
- Local Fire and Rescue Authorities (if asked to!)
What next?

After the completion of an assessment, the following should be done:

- Make sure all employees are briefed on fire evacuation procedures
- Are there any employees or others who require a PEEP?
- Ensure new starters are made aware of what they should do as soon as possible after commencement of employment
- The same applies to contractors and visitors
- Carry out fire evacuation drills and record the results
  - Frequency of drills will depend on complexity of premises, but at least yearly
  - Employee turnover
  - Consider option of drill with exit or exits not in use
- Make sure testing and maintenance of fire alarms, emergency lighting and any fire fighting equipment is carried out to schedule and the results recorded
- Review
  - Every 12 months
  - Or when there is significant change in circumstances
What next?

After the completion of an assessment, the following should be done:

- Make sure all employees are briefed on fire evacuation procedures
- Are there any employees or others who require a PEEP?
- Ensure new starters are made aware of what they should do as soon as possible after commencement of employment
- The same applies to contractors and visitors
- Regular patrols and reviews of premises
- Carry out fire evacuation drills and record the results
  - Frequency of drills will depend on complexity of premises, but at least yearly
  - Employee turnover
  - Consider option of drill with exit or exits not in use
  - Surprise drills or inform in advance
- Make sure testing and maintenance of fire alarms, emergency lighting and any fire fighting equipment is carried out to schedule and the results recorded
Review

A fire risk assessment should be reviewed:

- Every 12 months and audit trail retained
- Or when there is a significant change in circumstances
Networking