

## APPENDIX 2

### FIRE SAFETY RISK ASSESSMENT

A fire safety risk assessment is required to be carried out for the premises by a competent person. The outcome of the fire safety risk assessment should be recorded in an easily retrievable manner and available for inspection at all reasonable times where:

- (a) Five or more persons are employed; **or**
- (b) A licence or registration under an enactment is required in relation to the relevant premises; **or**
- (c) An alterations notice requiring this by virtue of section 65(6)(a) is in force in relation to the relevant premises.

You are reminded that the process of risk assessment should be ongoing and hereafter where there is reason to suspect that the current fire risk assessment is:

- (a) No longer valid, or
- (b) If there has been a significant change in the matters to which it relates, then the assessment should be reviewed and any required changes must be made to ensure continued compliance with the said Act and Regulations.
- (c) If the premises consists of more than one room and/or has more than one Exit a Fire Warning System should be provided that complies with BS5839: Part 1: 2002 (Category M). Where doubt exists as to the need for the installation of a Fire Warning System please contact the undernoted officer.
- (d) An Emergency Lighting System capable of illuminating the Means of Escape should be provided. This system should comply with BS 5266: Part 1: 1999 (Non-Maintained – 60) and BS EN 1838: 1999 (or BX 5266-7: 1999).
- (e) Firefighting Equipment appropriate to the risk should be provided and maintained readily available for use in the event of Fire. In addition the Firefighting Equipment should be maintained in an efficient state, in efficient working order and in good repair by a competent person, on an annual basis in accordance with BS 5306-3: 2000.

Firefighting Equipment should comply with BS EN3, BS 7863: 1996 and BS 5306-8: 2000. The minimum requirement should be one Water type Extinguisher (Rated 13A). One Carbon Dioxide type Extinguisher (Rated 21B) if an electrical risk is present and if cooking/catering processes are undertaken then a Fire Blanket should be provided complying with BS 6575: 1985 and BS EN 1869: 1997.

- (a) Suitable and sufficient signs and notices should be provided to comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or BS 5499: part 1: 1990.

The above recommendations should not be regarded as the only option for achieving the benchmark standards. Other fire safety risk assessment methods or fire safety measures which achieve the same end should be considered.