



## REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The above legislation applies to almost all premises and places, other than a domestic premises occupied as a single private dwelling. The Order places duties upon Responsible Persons to take appropriate preventative and protective measures to ensure the safety from fire, for all persons resorting to the premises. This is achieved initially by completing a risk assessment, part of which is the identification of persons especially at risk. Therefore it is essential where necessary, in order to demonstrate compliance with the above Order, that all persons including those with disabilities are included in the risk assessment and the measures for ensuring their safety are in place.

### GENERAL ADVICE

All persons at work in buildings should be instructed and trained to ensure that they understand the fire precautions at the premises and the action to be taken in the event of a fire. In premises and places open to the public all competent staff employed there, or appointed as safety assistants must be instructed on the methods to be used for the safe evacuation of these persons. A person will be regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them to properly implement the procedures.

The training should include persons on regular duties or shift duties outside normal working hours including part time staff (e.g. cleaners. etc). The special needs of both the young, infirm and persons with disabilities should be taken into account and also the need to provide direction and guidance for persons who are unfamiliar with the premises (e.g. members of the public, contractors, visitors, shoppers, diners, members of an audience, etc).

Training should be based on written instructions but it is important that they are specific to individual premises. Reliance upon a standard instruction of a type used by many large organisations may not be satisfactory without modification to suit individual needs. The location of the evacuation assembly point must always be clearly explained.

If staff are employed whose knowledge of English may be limited, training should be given in a manner which they can understand. Non-English speakers and staff who have a poor understanding of written English should be taken into account when written instructions are being prepared.

### FIRE INSTRUCTION

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.

- A roll call procedure where appropriate.

In addition to the above, certain categories of staff should be instructed and trained in matters, which will be their particular responsibility in the event of a fire. These will include:

- Heads of department
- Engineering and maintenance staff
- Floor supervisors
- Security staff
- Telephonists
- Attendants

In all premises one person (the Responsible Person) should be responsible for organising the fire instruction and training, and in larger premises a person or persons (the fire wardens or safety assistants) should be nominated to co-ordinate the actions of the occupants in the event of a fire.

## **FIRE DRILLS**

Whenever feasible, practice fire drills should be carried out at least once and preferably twice a year simulating conditions in one of the escape routes from the building is considered to be unavailable due to a fire. During these drills the fire alarm should be operated by a member of staff, who is told of a supposed outbreak, and thereafter the fire routine should be rehearsed as fully as circumstances allow. Arranging to have the usual escape route out of bounds will encourage staff to leave the building by an unfamiliar fire exit route.

## **LOGBOOK**

The training and instruction given should be recorded in a logbook. The following are examples of matters, which may need to be included in such a record:

- (a) Date of the instruction or exercise
- (b) Duration
- (c) Name of the person giving the instruction
- (d) Names of the persons receiving the instruction
- (e) The nature of the instruction, training or drill.

Suitable logbooks are freely available from the West Yorkshire Fire Prevention Panel website. <http://www.wyfp-panel.org.uk> Contact your local fire safety department for details.

## **FIRE INSTRUCTION NOTICES**

Printed notices should be displayed at conspicuous positions, usually adjacent to fire alarm call points, in the building stating in concise terms the essentials of the action to be taken upon discovering a fire and on hearing the alarm. The notices should be permanently fixed in position and suitably protected to prevent loss or defacement.

The location of the evacuation assembly point must always be included.

An example of a fire action notice is contained in the appendix to this note.

## **BIBLIOGRAPHY**

This Public Advice Note is not intended to provide comprehensive information on fire instruction and drills.

Further information can be obtained by consulting the appropriate fire safety risk assessment publication from the following list of reference documents.

- 1 Offices and shops
- 2 Factories and warehouses
- 3 Sleeping accommodation
- 4 Residential care premises
- 5 Educational premises
- 6 Small and medium places of entertainment
- 7 Large places of assembly
- 7 Theatres, cinemas and similar premises
- 8 Open air events and venues
- 9 Healthcare premises
- 10 Transport premises and facilities

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Available from any good bookshop or to download online at  
[www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)

Also available from:-

Department for Communities and Local Government  
PO Box 236  
Wetherby  
West Yorkshire  
LS23 7NB  
Tel: 0870 830 7099  
Fax: 0870 1226 237  
Text phone: 0870 1207 405  
E-mail: [odpm@twoten.press.net](mailto:odpm@twoten.press.net)

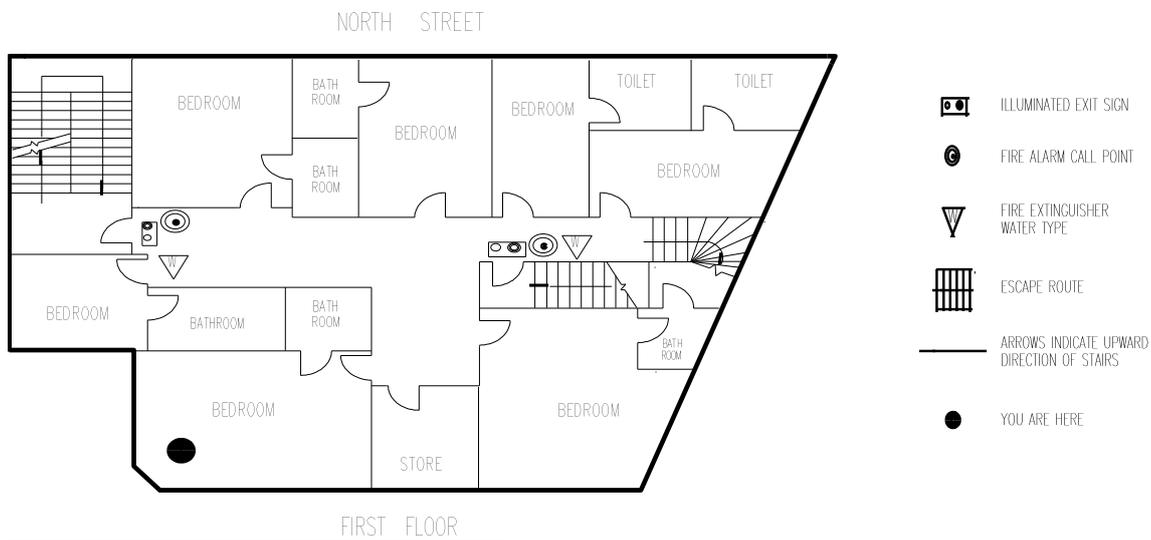
**Example of Fire Action Plan for a Simple Premise**

NOTE: Complete as to the assembly point and the person responsible for calling the fire service.

<p style="text-align: center;"><b>F I R E   A C T I O N</b></p> <p style="text-align: center;"><b>IF YOU DISCOVER A FIRE:</b></p> <p style="text-align: center;">Immediately operate the nearest fire alarm call point.</p> <p style="text-align: center;">Attack the fire, if possible, with the appliances provided but without taking personal risks.</p> <p style="text-align: center;"><b>ON HEARING THE ALARM:</b></p> <p>..... will call the fire service immediately.</p> <p>Leave the building and report to the person in charge of the assembly point at</p> <p style="text-align: center;">.....</p> <p>The fire warden or the deputy fire warden on the affected floor or department will take charge of any evacuation and ensure that no one is left in the area.</p> <p style="text-align: center;"><b>USE THE NEAREST AVAILABLE EXIT</b></p> <p style="text-align: center;"><b>DO NOT USE LIFTS (if the building contains lifts)</b></p> <p style="text-align: center;"><b>DO NOT STOP TO COLLECT PERSONAL BELONGINGS</b></p>
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In more complex buildings or premises such as hotels and boarding houses it may be advisable to include a plan of the building.

See below



NOTES: Where appropriate, a translation into other languages should be provided.

Should you require any additional information, please contact:-

### Service Delivery Centre

Phone 0113 3875738

Fax 0113 3875777

E-mail [Fire.safety@westyorksfire.gov.uk](mailto:Fire.safety@westyorksfire.gov.uk)