

## Fire Risk Assessment Guidance Notes January 2006



Written 25/1/06 by Ian Holland & Mike Kite

### Fire Risk Assessment Guidance Notes

The Fire Precautions (Workplace) Regulations 1997 introduced a requirement to undertake Fire Risk Assessments. The Regulatory Reform (Fire Safety Order) 2005 takes effect from August 2006; the order empowers the Fire Service to enforce this requirement. In the past the Fire Service have visited premises, made recommendations, issued and updated Fire Certificates. Under the new regulations Fire Risk Assessments will take the place of Fire Certificates and overall responsibility for a buildings fire safety rests on the shoulders of the owner and those who have control on how the premises are used.

It is important to remember that even if you are not the property owner but use the property for scouting purposes you still have a responsibility to either undertake a Fire Risk Assessment or check there is an appropriate assessment in place and follow its guidance.

The sample Fire Risk Assessment on the County Web Site sets out points to check in a typical scout headquarters, the assessment is divided into nine categories. All properties are different so some of the questions may not be relevant; some additional points may need to be added. Once you have started to undertake the assessment you will become more aware of fire hazards in your own building and

will be able to develop your assessment to allow for them.

Undertaking a Fire Risk Assessment need not be a daunting task. It is a good idea for two or three people to work together as different points of view are valuable. There is no standard approach, the object is to identify fire hazards, reduce or remove the hazard and in so doing reduce the risk. Record the actions you have taken on the pages of your Risk Assessment to show you have taken positive steps to improve Fire Safety.

Be sure to keep your Fire Risk Assessment in a safe place where it is accessible to those who use your headquarters. The Fire Brigade will expect all property owners to have a Fire Risk Assessment and to be able to show appropriate action has been taken to reduce fire hazards. It is advisable to review your Fire Risk Assessment every two years or sooner if physical alterations are made or there is a change in how the property is used. Ensure any revised Fire Risk Assessment is circulated for all members and property users to read.

If you have any questions in relation to any of the items listed in the sample Risk Assessment please e-mail *county office* and we will provide guidance.

*Ian Holland & Mike Kite*