SFSFRA1

Title: Prepare for fire risk assessment

Overview

This standard is for those who assess fire risk for the designated responsible person. It sets out the skills, knowledge and understanding for you to liaise with the designated responsible person to obtain information and data about the premises to be assessed. This includes its occupants, and other relevant information that will provide background details on the current level of fire preparedness and contribute towards the assessment of fire risk. You will also plan how the Fire Risk Assessment will be carried out.

Performance Criteria

P1. confirm that the individual that you are liaising with is the designated responsible person for making any decisions you may require to be made

P2. confirm the requirements of the fire risk assessment to be carried out and ensure all relevant parties understand and accept them

P3. establish the reason for a fire risk assessment being triggered, including a scheduled review, the introduction of new work practices, change to the premises layout and change to the occupancy profile

P4. maintain the security and confidentiality of the designated responsible person's information and their fire risk assessment requirements

P5. establish the site characteristics of the premises to be assessed that could impact the fire risk assessment

P6. establish the characteristics of the occupants of the premises to be assessed that could impact the fire risk assessment, including those with disabilities, those requiring care and the availability of staff to assist them

P7. establish the systems and plans in place to support vulnerable occupants and the impact on evacuation time

P8. confirm that you have the information and tools from other agencies to carry out a risk assessment

P9. record details of any planned preventative maintenance of fire safety systems and controls

P10. record the incidence, the cause and the outcome of any previous fires and any actions or enforcements put in place as a result

P11. record the findings of previous fire risk assessments, including any live actions and any enforcement, alterations, or prohibition notices that apply to the premises and any issues that remain unresolved

P12. confirm the fire safety management processes in place for the elimination or control of fire hazards and whether a fire strategy exists

P13. establish the suitability of existing site utilities and services to manage instances of fire and whether loss of utility supplies could inhibit effective fire management

P14. record the presence of hazardous processes or materials being used or stored within the premises

P15. assess how accurate, up to date and complete the existing information is, and determine what additional information is needed

P16. maintain the confidentiality of information on sites and systems in line with current and relevant legislation and regulations; industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice

P17. confirm a clear programme of works for a fire risk assessment to the designated responsible person, including resource, timescales and costs

Knowledge and understanding

K1. communication methods and why it is important to communicate with designated responsible person effectively and promptly

K2. how, why and when to use different communication methods

K3. the scope and limitation of the services that your organisation can provide and of actions that you can take

K4. the reasons why you must confirm the person you are liaising with is deemed to be the designated responsible person with the authority to make necessary decisions

K5. how to correctly interpret information from designated responsible person to determine fire risk assessment requirements

K6. how and why you should maintain security and confidentiality of the designated responsible person's information

K7. where and how to access sufficient, relevant and accurate information from the designated responsible person

K8. where and how to access sufficient, relevant and accurate information from other sources if needed

K9. the legal and organisational requirements regarding data protection

K10. the information that you need to identify hazards and risks associated with fire

K11. elementary aspects of building construction, utilities and services

K12. current relevant legislation and regulations industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice

K13. the premises characteristics and occupant profiles that influence fire safety management strategies and structures

K14. the systems to support vulnerable occupants, such as Personal Emergency Evacuation Plans, and the impact on evacuation time

K15. the procedure you must follow to provide the designated responsible person with a clear programme of works, including information on resources, timescales and costs

K16. the different formats for calculating and presenting costings, and when to use them

K17. why it is important to include clear and accurate details in estimates

Glossary

fire hazard: source, situation or act with potential to result in a fire (e.g. an ignition source or an accumulation of waste that could be subject to ignition.)

fire risk assessment: a methodical approach of qualitative and quantitative measures with recorded findings on fire risk management.

fire risk assessor: a competent person who, when instructed, is capable of undertaking a suitable and sufficient fire risk assessment and effectively communicating advice on the findings.

fire safety systems: systems such as including fire evacuation equipment, safe refuge communication systems, hydrants, underground main, firefighting water tanks, hand-held-firefighting appliances, dry risers, external fire escape routes, (particularly metal staircases), passive and active systems and the contents of Premises Information Boxes/folders available for the Fire Service.

premises: any building used for either domestic or non-domestic purposes.

designated responsible person: could include, but not limited to, duty holder; building management; fire marshal/warden; maintenance engineer.

site characteristics: the buildings intended physical usage characteristics that may impact on the integrity of the fire protection system e.g. the addition of ceiling high cupboards, the storing of flammable materials.

stakeholders: including but not limited to, local fire authority; water undertaker; building control; insurers; government departments; environmental agencies; third party certification bodies.

SFSFRA2

Title: Undertake fire risk assessment

Overview

This standard is for those who assess fire risk for the designated responsible person. It sets out the skills, knowledge and understanding for you to identify fire hazards on a premises, liaise with the designated responsible person, identify particular site characteristics, identify occupancy profiles and ensure compliance with legislation and regulatory requirements.

Performance Criteria

P1. confirm that the individual that you are liaising with is the designated responsible person for making any decisions you may require to be made

P2. confirm the requirements of the fire risk assessment to be carried out and ensure all relevant parties understand and accept them

P3. obtain any permissions that will be needed to carry out an investigation of the premises and confirm that they are valid before the investigation starts

P4. liaise with the designated responsible person to ensure access to the site and relevant personnel is available

P5. identify the fire hazards that exist and the measures in place to protect against them, manage them and control them

P6. use assessment methods that are appropriate to the type of site, and the designated responsible persons' requirement

P7. carry out fire risk assessments within agreed timescales, following relevant guidance, standards, regulations, and best practice for the environment being assessed

P8. carry out appraisals of the external walls of a building following relevant guidance, standards, regulations, and best practice for the environment being assessed, to determine if they consist of combustible material

P9. record any breaches in the policies and practices relating to the reduction of fire risk

P10. consult with experts for advice where additional specialist information is needed

P11. confirm that actions from previous fire risk assessments have been implemented in accordance with current and relevant legislation and regulations and industry standard guidelines

P12. maintain the confidentiality of information on sites and systems in line with current and relevant legislation and regulations; industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice

P13. identify safety issues where there are no mitigating actions and inform relevant parties, including the designated responsible person and regulators

P14. establish that you have sufficient information from which to make a fire risk assessment and fire management proposals

Knowledge and understanding

K1. communication methods and why it is important to communicate with the designated responsible person effectively and promptly

K2. how, why and when to use different communication methods

K3. the scope and limitation of the services that your organisation can provide and of actions that you can take

K4. the reasons why you must confirm the person you are liaising with is deemed to be the designated responsible person with the authority to make necessary decisions

K5. when, where and how to obtain specialist assistance

K6. how and why you should maintain security and confidentiality of the designated responsible person's information

K7. where and how to access sufficient, relevant and accurate information from other sources if needed

K8. the legal and organisational requirements regarding data protection

K9. the information that you need to make an accurate fire risk assessment

K10. why and when you might need to liaise with other people to assess sites

K11. how to recognise factors that could affect fire risk, and how to record such details fully and accurately

K12. the principles of fire management systems and fire strategies and the elements that influence them

K13. elementary aspects of building construction, utilities and services

K14. current relevant legislation and regulations; industry standard guidelines and best practice; your organisation's quality management procedures and health and safety codes of practice

K15. how human behaviour can affect judgement and influence how people act in a fire emergency

K16. the requirements of vulnerable occupants and the impact their vulnerabilities will have on evacuation

K17. when to refer upwards and to whom, when limit of responsibility is reached.

K18. how and when to take account of risk perceptions, behaviours and biases when identifying risks

K19. the mechanism of combustion, smoke behaviour and flame sustainability, and the way that fire spreads

K20. what utilities and services may be needed to form an integral part of the fire safety system, and how to ensure that they are suitable

Glossary

fire hazard: source, situation or act with potential to result in a fire (e.g. an ignition source or an accumulation of waste that could be subject to ignition.)

fire hazard identification: process of recognizing that a fire hazard exists and defining its characteristics Fire Risk Combination of likelihood and consequence(s) of fire.

fire risk assessment: a methodical approach of qualitative and quantitative measures with recorded findings on fire risk management.

fire risk assessor: a competent person who, when instructed, is capable of undertaking a suitable and sufficient fire risk assessment and effectively communicating advice on the findings.

premises: any building used for either domestic or non-domestic purposes.

designated responsible person: could include, but not limited to, duty holder; building management; fire marshal/warden; maintenance engineer.

site characteristics: the buildings intended physical usage characteristics that may impact on the integrity of the fire protection system e.g. the addition of ceiling high cupboards, the storing of flammable materials.

assessment methods: the collection of data and information pertaining to the assessment of fire risk.

stakeholders: including but not limited to, local fire authority; water undertaker; building control; insurers; government departments; environmental agencies; third party certification bodies.

SFSFRA3

Title: Report on fire risk assessment and recommended actions

Overview

This standard is for those who assess fire risk for the designated responsible person. It sets out the skills, knowledge and understanding for you to report on issues related to fire risk and make recommendations on the action that should be taken to reduce fire risk to a level that is regulatory and legally compliant. It involves liaising with the designated responsible person, taking account of site and occupancy characteristics and assessing the level of fire risk, whilst ensuring compliance with legislation and regulatory requirements. The outputs of any fire safety system management audit into fire safety practices should also be taken into consideration.

Performance Criteria

P1. confirm that the individual that you are liaising with is the designated responsible person for making any decisions you may require to be made

P2. assess the consequences of the fire hazards that exist and what might happen if the measures in place to protect against them, manage them and control them fail

P3. assess the level of fire risk at premises, and decide if the fire risk meets regulatory and legal requirements

P4. produce fire safety risk assessment documentation in accordance with business policies and procedures and in agreed formats

P5. maintain the confidentiality of information on sites and systems in line with current and relevant legislation and regulations; industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice

P6. identify actions to improve fire hazard controls, including temporary controls that might be required until a permanent control is implemented

P7. recommend solutions and the measures required to reduce risk from fire to a level as low as reasonably practicable following relevant guidance, standards, regulations, and best practice for the environment being assessed.

P8. prioritise fire safety actions and give timescales for completion, taking account of the factors limiting the designated responsible person's ability to implement

P9. confirm that the appropriate quality control checks are undertaken on the fire risk assessment findings and report

P10. identify any actions that have not been implemented since the last risk assessment and agree a timeframe for implementation with designated responsible person

P11. present the findings of the fire risk assessment to the designated responsible person, explaining the fire risks critical to life safety that they must action and any actions requiring immediate prohibitive action

P12. report safety issues where there are no mitigating actions and enforcement action may be required, and inform relevant parties, including the designated responsible person and regulators

P13. confirm the timescale for a review of the fire risk assessment with the designated responsible person

P14. provide technical input and advice, within the limit of your responsibility and commensurate with the requirements of the designated responsible person, up to and including fire engineering solutions

P15. assess future fire safety concerns, provide fire safety advice on request and make decisions to instigate improvements to meet regulatory and legal compliance

Knowledge and understanding

K1. communication methods and why it is important to communicate with the designated responsible person effectively and promptly

K2. how, why and when to use different communication methods

K3. the scope and limitation of the services that your organisation can provide and of actions that you can take

K4. the reasons why you must confirm the person you are liaising with is deemed to be the designated responsible person with the authority to make necessary decisions

K5. how and why you should maintain security and confidentiality of the designated responsible person's information

K6. the legal and organisational requirements regarding data protection

K7. the information that you need to prepare accurate fire risk assessment reports

K8. how to calculate the category of risk using a combination of risk impact and risk likelihood

K9. the principles of fire management systems and fire strategies and the elements that influence them

K10. elementary aspects of building construction, utilities and services

K11. current relevant legislation and regulations; industry standard guidelines and best practice; your organisation's quality management procedures and health and safety codes of practice

K12. relevant validation procedures and processes that relate to fire risk assessment

K13. the requirements of vulnerable occupants and the impact their vulnerabilities will have on evacuation

K14. when to refer upwards and to whom, when compliance with fire safety legislation and regulations has been breached

K15. how and when to take account of risk perceptions, behaviours and biases when analysing and assessing risks

K16. the mechanism of combustion, smoke behaviour and flame sustainability, and the way that fire spreads

K17. the role, responsibilities, and powers of fire safety regulators and when these powers can be enforced

K18. how and when to advise the designated responsible person of the outcome of the fire risk assessment, including any enforcement actions, and explain the benefits to them of any fire safety solutions that are applicable

K19. what the designated responsible person needs to be aware of in terms of their responsibilities, as well as your organisation's responsibilities and those of relevant stakeholders

K20. how and when to schedule a periodic fire risk assessment review

Glossary

fire hazard: source, situation or act with potential to result in a fire (e.g. an ignition source or an accumulation of waste that could be subject to ignition.)

fire hazard identification: process of recognizing that a fire hazard exists and defining its characteristics Fire Risk Combination of likelihood and consequence(s) of fire.

fire risk assessment: a methodical approach of qualitative and quantitative measures with recorded findings on fire risk management.

fire risk assessor: a competent person who, when instructed, is capable of undertaking a suitable and sufficient fire risk assessment and effectively communicating advice on the findings.

premises: any building used for either domestic or non-domestic purposes.

designated responsible person: could include, but not limited to, duty holder; building management; fire marshal/warden; maintenance engineer.

site characteristics: the buildings intended physical usage characteristics that may impact on the integrity of the fire protection system e.g. the addition of ceiling high cupboards, the storing of flammable materials.

stakeholders: including but not limited to, local fire authority; water undertaker; building control; insurers; government departments; environmental agencies; third party certification bodies.

SFSFRA4

Title: Review fire risk assessments

Overview

This standard is for those who review fire risk assessments for the designated responsible person and sets out the skills, knowledge and understanding for you to confirm that fire safety actions needed to meet regulatory and legal compliance, are being implemented, or have been implemented within the required timescale.

This usually occurs at an agreed time after the risk assessment was carried out.

Performance Criteria

P1. confirm that the individual that you are liaising with is the designated responsible person for making any decisions you may require to be made

P2. confirm the requirements of the fire risk assessment review to be carried out and ensure all relevant parties understand and accept them

P3. establish the reason for a fire risk assessment review being triggered, including the elapse of a defined period since fire risk assessment, change to the premises and the risk assessment being invalid

P4. examine existing fire risk assessment documentation to assist with effective assessment of risk

P5. confirm the number of reviews that have been carried out since the previous fire risk assessment

P6. confirm the changes in fire precaution at the premises since the fire risk assessment was carried out

P7. confirm that actions from the fire risk assessment needed to meet regulatory and legal compliance are being or have been implemented within the required timescale

P8. identify existing issues, not dealt with since the last risk assessment that are still continuing and existing issues with no identifiable mitigating action

P9. confirm that relevant parties, including the designated responsible person and regulators, have been informed of safety issues where there are no mitigating actions and enforcement action may be required

P10. evaluate the effectiveness of fire hazard control systems that have been put in place since the fire risk assessment, including fire safety designs and fire protection systems, installed or at a planned stage

P11. identify safety issues where there are no mitigating actions and inform relevant parties, including the designated responsible person and regulators.

P12. identify new or emerging issues since the last review or risk assessment was carried out

P13. produce fire safety risk assessment review documentation in accordance with business policies and procedures and in agreed formats

P14. maintain the confidentiality of information on sites and systems in line with current and relevant legislation and regulations; industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice

P15. confirm the timescale for the next periodic fire risk assessment review with the designated responsible person

Knowledge and understanding

K1. communication methods and why it is important to communicate with the designated responsible person effectively and promptly

K2. how, why and when to use different communication methods

K3. the scope and limitation of the services that your organisation can provide and of actions that you can take

K4. the reasons why you must confirm the person you are liaising with is deemed to be the designated responsible person with the authority to make necessary decisions

K5. how and why you should maintain security and confidentiality of the designated responsible person's information

K6. the legal and organisational requirements regarding data protection

K7. the information that you need to prepare accurate fire risk assessment review reports

K8. current relevant legislation and regulations; industry standard guidelines and best practice; your organisation's quality management procedures and health and safety codes of practice

K9. when to refer upwards and to whom, when compliance with fire safety legislation and regulations has been breached

K10. what the designated responsible person need to be aware of in terms of their responsibilities, as well as your organisation's responsibilities and those of relevant stakeholders

K11. how and when to schedule a periodic fire risk assessment review

Glossary

fire hazard: source, situation or act with potential to result in a fire (e.g. an ignition source or an accumulation of waste that could be subject to ignition.)

fire hazard identification: process of recognizing that a fire hazard exists and defining its characteristics Fire Risk Combination of likelihood and consequence(s) of fire.

fire risk assessment: a methodical approach of qualitative and quantitative measures with recorded findings on fire risk management.

fire risk assessor: a competent person who, when instructed, is capable of undertaking a suitable and sufficient fire risk assessment and effectively communicating advice on the findings.

premises: any building used for either domestic or non-domestic purposes.

designated responsible person: could include, but not limited to, duty holder; building management; fire marshal/warden; maintenance engineer.

site characteristics: the buildings intended physical usage characteristics that may impact on the integrity of the fire protection system e.g. the addition of ceiling high cupboards, the storing of flammable materials.

assessment methods: the collection of data and information pertaining to the assessment of fire risk.

stakeholders: including but not limited to, local fire authority; water undertaker; building control; insurers; government departments; environmental agencies; third party certification bodies.

SFSFRA5

Title: Audit the management of fire safety systems

Overview

This standard is aimed at those who audit the designated responsible person's management of fire safety systems, and sets out the skills, knowledge and understanding for you to do this. The audit is carried out for the designated responsible person. You will check that the fire risk is being managed on site and that the staff involved in fire safety know the fire safety procedures and are trained.

Performance Criteria

P1. confirm that the individual that you are liaising with is the designated responsible person for making any decisions you may require to be made

P2. confirm the requirements of the fire safety system management audit to be carried out and ensure all relevant parties understand and accept them

P4. obtain records in relation to the management of fire safety

P5. maintain the confidentiality of information on sites and systems in line with current and relevant legislation and regulations; industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice

P6. establish the effectiveness of the passive and active fire protection systems on site in line with current and relevant legislation and regulations; industry standard guidelines; your organisation's quality management procedures and health and safety codes of practice

P7. confirm that sources of ignition and flammable substances are being kept apart on site following relevant guidance, standards, regulations, and best practice for the environment being audited

P8. confirm that the fire warning systems on site are being regularly maintained and their effectiveness tested following relevant guidance, standards, regulations, and best practice for the environment being audited

P9. confirm that there is no build-up of rubbish in communal areas on site following relevant guidance, standards, regulations, and best practice for the environment being audited

P10. confirm that the firefighting equipment on site is following relevant guidance, standards, regulations, and best practice for the environment being audited

P11. confirm that fire exits, and escape routes are clearly marked and unobstructed following relevant guidance, standards, regulations, and best practice for the environment being audited

P12. confirm that staff responsible for fire safety on site are trained on the fire safety procedures they need to follow and understand how to manage fire risk

P13. establish the extent to which the designated responsible person has acted on the recommendations in the fire risk assessment action plan.

P14. establish the extent to which the designated responsible person has reviewed and updated the fire risk assessment

P15. confirm that relevant parties, including the designated responsible person and regulators, have been informed of safety issues where there are no mitigating actions and enforcement action may be required

P16. produce fire safety system audit documentation in accordance with any business policies and procedures and in agreed formats

Knowledge and understanding

K1. communication methods and why it is important to communicate with the designated responsible person effectively and promptly

K2. how, why and when to use different communication methods

K3. the scope and limitation of the services that your organisation can provide and of actions that you can take

K4. the reasons why you must confirm the person you are liaising with is deemed to be the designated responsible person with the authority to make necessary decisions

K5. where, how and from whom to access sufficient, relevant and accurate information on fire safety management

K6. the principles of fire management systems and fire strategies and the elements that influence them

K7. the relationship between types of fire and appropriate extinguishing mediums

K8. the mechanism of combustion, smoke behaviour and flame sustainability, and the way that fire spreads

K9. the impact of hazardous chemicals on the nature and spread of fire

K10. current relevant legislation and regulations; industry standard guidelines and best practice; your organisation's quality management procedures and health and safety codes of practice

K11. why and when to update the fire risk assessment

K12. the fire safety procedures that need to be followed on site and the level of fire safety training required for competence of fire safety staff

K13. when to refer upwards and to whom, when compliance with fire safety legislation and regulations has been breached

Glossary

fire hazard: source, situation or act with potential to result in a fire (e.g. an ignition source or an accumulation of waste that could be subject to ignition.)

fire hazard identification: process of recognizing that a fire hazard exists and defining its characteristics Fire Risk Combination of likelihood and consequence(s) of fire.

fire protection system, active: a system which in the event of fire can function only after its operation has been either manually or automatically initiated.

fire protection system, passive: a system that carries out its function without requiring any manual or automatic initiation of its operation in the event of fire.

fire risk assessment: a methodical approach of qualitative and quantitative measures with recorded findings on fire risk management.

residential high-rise buildings: any residential building over 15 metres in height.

designated buildings: buildings, yet to be defined by regulation, that are considered to present substantial fire risk where a building system failure could put many people's lives at risk or where many people sleep.

site characteristics: the buildings intended physical usage characteristics that may impact on the integrity of the mechanical fire protection system e.g. the addition of ceiling high cupboards, the storing of flammable materials.

assessment methods: the collection of data and information pertaining to the correct installation of the mechanical fire protection system.

stakeholders: including but not limited to, local fire authority; water undertaker; building control; insurers; government departments; environmental agencies; third party certification bodies.