Complying with fire legislation

A brief guide to The Regulatory Reform

Regulatory Reform (Fire Safety) Order 2005
The Fire Safety (Scotland) Regulations 2006

The Fire Safety Order came into effect in October 2006 and consolidated over 100 pieces of fire legislation. Fire Certificates are no longer required, but the Fire & Rescue Service is still responsible for enforcement of the fire safety legislation. Building on the requirements of 1997’s amended Fire Precautions (Workplace) Regulations, every business has to carry out a fire risk assessment and take a proactive approach to minimise the risk of fire, and the spread of fire.

Under the Fire Safety Order, fire risk assessments need to consider:
- The life safety of employees and visitors
- Property safety and business continuity – safeguarding assets and preventing fire from interrupting the running of a business
- Fire fighter safety – should they need to enter the burning building
- The surrounding environment – consider the knock on effects of fire to surrounding buildings and passers by.

Who is responsible?
Employer with control of a workplace, failing that:
- Person with overall management of a building
- Occupier of premises
- Owner of premises

Whilst other people like landlords have some control, the primary responsibility rests with the employer.

The “responsible person” will be held accountable. The Order advises the “responsible person” to nominate competent suppliers – that can demonstrate they have “the appropriate skills and experience”. Both or either party may be held responsible at the time of inspection or post incident.

The Fire Safety (Scotland) Regulations 2006 are made under the Fire (Scotland) Act 2005 and effectively mirror the Fire Safety Order requirements.

Fire Training

What does fire law require?
Employers must ensure that all employees are provided with adequate safety training at the time they are first employed and repeated periodically where appropriate. Training should include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises. (Taken from the Regulatory Reform (Fire Safety) Order 2005). UK fire legislation states that you must have a sufficient number of competent people to perform evacuation duties. All staff identified in your emergency plan that have a supervisory role if there is a fire (i.e. heads of department, fire marshals or wardens) should be given details of your fire risk assessment and receive more comprehensive training.

How many Fire Wardens/Fire Marshals should we have?
The number of Fire Wardens required will be identified by your Fire Risk Assessment. For example, high risk sites such as residential care homes will need a greater number of wardens than a low risk office. You need to ensure you have enough Fire Wardens to cover your business in the event of a fire. If you work in a small office with 1 floor, you may only need 2 but if you are on a large site with several floors / buildings operating 24 hours a day, you will need to ensure you have cover for each floor and building for all shifts, accounting for lunch breaks, sickness and holiday cover.

Making fire safety simple

When deciding a fire safety strategy for the workplace, employers should consider how to:

Prevent Fire
Detect Fire
Contain Fire
Escape Fire

The first step to preventing fire is a fire risk assessment. Carrying out a fire risk assessment delivers real benefits to business. By taking a few simple steps to reduce fire risks, employers can prevent fires breaking out. When you consider that 70% of businesses suffering a major fire never re-open, or close within 3 years of the fire, then taking the time to do a fire risk assessment looks like a very sensible investment. Furthermore, it is a legal requirement.
A general guide to your fire risk assessment options

**Start Here**

1-4

How many employees do you have at this site?

You need to carry out a fire risk assessment and remove or reduce fire risks, but you do not need to document your findings.

Your fire risk assessment should take into consideration the maximum number of persons who may be on your premises at any given time.

5+

You need to carry out a fire risk assessment, reduce or remove fire risks and document the significant findings.

Do you have an employee who is competent to carry out the fire risk assessment?

Competence is defined as someone who has the experience, knowledge, skills or other qualities to carry out the task.

Remember: If you do the fire risk assessment in-house, all liability lies with you.

Yes  No

Does this site have any high fire risks?

Yes  No

Do you want to carry out your own fire risk assessment?

You should consider appointing a competent contractor to carry out your fire risk assessment.

Does the site have access to the internet?

Yes  No

Chubb can audit a sample of the work of your in-house assessors to give you peace of mind the work is being carried out correctly.

Do all of these apply to the premises:
- Single occupancy
- Does not store or use > 50 litres of highly flammable materials
- Does not provide sleeping accommodation
- Is not a licensed premises

Yes  No

Do you want the option of on-line reporting and contravention management?

Chubb recommends a “Premium” Fire Risk Assessment with Global

Chubb recommends a “Premium” Fire Risk Assessment

Chubb recommends a “Standard” Fire Risk Assessment

Chubb recommends [www.ChubbRiskManager.co.uk](http://www.ChubbRiskManager.co.uk) as a cost-effective tool to help you carry out your fire risk assessment
As a nationwide fire consultancy, Chubb can provide comprehensive Fire Risk Assessment services for single and multi-site organisations. The consultancy approach is ideally suited for medium to high risk workplaces, or where there are no suitably qualified, trained or experienced fire safety personnel within your workplace.

Our consultants

- Our consultants have all held senior ranking positions within the Fire & Rescue Service spending many years within fire safety and prevention.
- All consultants hold a minimum qualification of Graduate Member of the Institution of Fire Engineers.
- You will have peace of mind knowing your site has been assessed, with total objectivity, by an expert.
- Consultants will draw on employee knowledge to help make your workplace safer and more compliant with current legislation.
- Consistent service nationwide.

Your report

- A comprehensive written report is provided to help you complete the actions identified to minimise fire risk and demonstrate compliance with your legal and insurance obligations.
- Our personally tailored and easy to understand assessment report includes a priority action list to get your premises safe and up to standard.
- Fully complies with the requirements of the new legislation including, fire fighter safety, and consideration to the spread of fire.
- Considerations for young workers.

Standard and Premium Risk Assessments

- Standard Fire Risk Assessment is suitable for low risk premises including single occupancy sites, shops and offices, places of worship, day schools and medical practices.
- Premium Fire Risk Assessment considers additional risks such as licensing requirements or premises storing flammable materials, sleeping accommodation, multi-occupied premises, complex buildings. Typical premises include multiple occupancy buildings, residential care homes, hotels, factories, hospitals, licensed premises and residential schools.
- Please note that multiple buildings may require multiple reports.

Fire Risk Assessment Renewal

Your Fire Risk Assessment should be reviewed and updated continuously to keep it a “live” document. In particular, it should be updated following any change in premises, processes or the number of people employed. It is good practice to review it at intervals not exceeding 12 months.

The Chubb Fire Risk Assessment Renewal service will provide a re-assessment of your premises, an audit of last year’s action plan and an updated report and action plan.

Health & Safety Risk Assessment

Chubb can provide Health & Safety Risk Assessment.
Global Risk Assessment Management System

Global is a web based Risk Assessment Management system, ideally suited for the Fire Safety Manager of a multi-site organisation.

If you are the manager of a multi-site business, you may be in possession of many different fire risk assessment documents, spanning your complete portfolio of properties. These may even have been duplicated or triplicated for regional and branch managers to view and action. By holding your fire risk assessment on a web based management system, authorised personnel can access the stored information regardless of their location.

Organisations are provided with complete visibility of their individual fire risk assessment documents allowing both local and national management to track and monitor progress and improvements in fire safety. Global can be tailored to replicate an organisation’s reporting structure, thereby providing extensive management analysis in a concise format.

Benefits

- Live and dynamic data and report production – each time a report is opened it shows up to date information on completed actions and outstanding risks.
- Reduces the paper burden and increases efficiency.
- Efficient contravention management and audit trails of actions taken.
- Complete visibility and remote access to all your sites.
- Standardised reporting across all your sites.
- System can be customised to individual organisations.
- Customise for tenant occupiers within a building, including the ability to produce a report for each tenant that only shows their information.
- Alert emails to nominated responsible persons about non-conformances they need to action.
- Upload other reports such as training records, fire evacuation records, health and safety risk assessments, asbestos reports, Equality Act audits etc.

Effective contravention management

Your fire risk assessment may identify actions to be taken to reduce the likelihood of a fire incident. This may vary from a severe contravention, and required upon you by law to update, or simply a good housekeeping measure like clearing boxes from escape routes. Global provides a complete audit trail by allowing on screen sign off by authorised personnel, therefore demonstrating the completion of required tasks.

Management analysis enables organisations to list all sites with outstanding non-conformances, organised either by risk severity or site location.

Remotely view your site

See photographs of your site and specific risks identified by our consultants. Upload an “after” photo to compliment the “before” photo to show steps taken to correct non-conformance.

CAD plans

Global allows you to view all your CAD plans on line. Our consultants will mark up all your CAD plans with identified contraventions as well as your fire safety equipment as part of the Fire Risk Assessment.

Asset register

A complete asset register of all your fire safety equipment is compiled for your premises. This information provides visibility of data on your equipment such as service dates and maintenance organisations.

Fire Risk Profile

At a glance overview of the current state of the building.
ChubbRiskManager.co.uk enables you to carry out your fire risk assessment online. Covering all the key elements, this package is designed for businesses with low to medium fire risks.

Through a series of simple questions, ChubbRiskManager guides you through the fire risk assessment process at your own pace. Documenting your findings, it will assist you in identifying potential fire hazards and produce a prioritised action plan to help you minimise your risks.

**ChubbRiskManager.co.uk**
- Questions are answered by clicking ‘Yes’ or ‘No’ or by selecting from simple drop-down menus.
- There is a comprehensive help section which includes tips on improving fire safety, ‘Fireman’s favourites’ and frequently asked questions. This is continuously updated in line with changes to fire legislation.
- The assessment typically takes 1-2 hours to complete.
- Once the assessment is complete, a report can be printed off which includes a prioritised action plan.
- Data is held securely off-site so you can demonstrate compliance from anywhere, at anytime.
- Gives unlimited access for 12 months and is easily updated when you have changes within your workplace.
- ChubbRiskManager will notify the user of review intervals so that you can ensure your fire risk assessment is always up-to-date.

**The risk management cycle**
- Carry out risk assessment
- Take action to minimise risk
- Review regularly

The licence is valid for 12 months and can be renewed.

Log onto [www.ChubbRiskManager.co.uk](http://www.ChubbRiskManager.co.uk)
Fire Safety Training Solutions

Chubb provides complete solutions to fire safety for organisations both large and small. Chubb has been providing training courses for over 20 years and delivers one of the most comprehensive ranges of fire safety training courses in the United Kingdom.

Chubb has invested in developing a wide range of fire safety training packages. These courses are tailored to meet a variety of needs – from the inexperienced office worker through to the experienced fire safety professional.

**Third Party Recognised**
Chubb’s Basic Fire Safety Awareness Training and Fire Warden/Marshal Training is independently recognised by and approved by the Institution of Fire Engineers (IFE). An extract from the Government Guidance Notes on the benefits of third party certification states “Third party quality assurance can offer great comfort to employers, both as a means of satisfying you that goods and services you have purchased are fit for purpose, and as a means of demonstrating that you have complied with the law.”

**Consistent**
Chubb’s training courses are all designed centrally so the depth and quality of training is always guaranteed, no matter where you are in the country. Employing full-time, qualified and experienced professional instructors, our trainers use the latest equipment and have the ability to work out of a wide variety of locations – from offices and hotels to hospitals and oil refineries. Our course programme content is carefully monitored and updated to include the latest developments in legislation and practice.

**Flexible**
Chubb does not believe in a one size fits all approach to fire safety training and one of the strengths of our training is our ability to instruct clients staff in the context of the actual premises where they work. We believe this makes for a far more interesting, engaging and effective type of training and training courses held at client’s premises are tailored to their workplace environment as a matter of course.

**Our Training Officers**
All Chubb Customer Training Officers have 20+ years experience in the fire industry, including a background in military fire fighting or fire and rescue service careers, have formal fire qualifications, adult teaching qualifications, are BAFE Qualified Fire Extinguisher Service Engineers and hold a current First Aid at Work Certificate.

**Course Material**
Chubb has an extensive range of training materials to provide full technical support for all its training courses. Delegates are provided with course notes and handouts and upon successful completion of a course, certificates of attendance are awarded. DVDs can supplement fire safety training and are particularly useful on inductions for new employees.

**Environmentally friendly – fire safety training ‘clean burn’ system**
Chubb have invested in the latest technology in order for delegates to obtain practical “hands-on” fire safety training using extinguishers on real live fires, whilst ensuring the safety of its delegates and maximum consideration to the environment.

The fire safety training clean burn system provides an excellent opportunity for delegates to practice fire extinguishing techniques and build confidence in the use of fire extinguishers.

**Considerations when booking fire training**
- When using customer’s own facilities it is essential that a suitable training room is available.
- Our trainers bring their own projector but require a screen or blank wall to project on to.
- A suitable area for the practical session is required; ideally this should be 25m² on hard standing ground away from buildings, parked vehicles, the public, traffic, water sources and trees.
- These training sessions are limited to a maximum of 20 delegates. This ensures the safety of all delegates and an opportunity to use fire extinguishers on controlled fires during the practical session.
- Practical training sessions can be tailored to support customers own theoretical training sessions.
- Morning courses start at 9.30am and afternoon courses start at 1.30pm, unless otherwise stated.
Fire Safety Training Solutions

In-company bespoke training courses
Exclusive training for your people
There are specific advantages associated with “in-company” training that make it the first choice for so many of our clients. For example all the fire safety topics can be presented and discussed against the culture, practice and experiences of your company, or any specific legislative requirements of your sector. If your company has specific requirements that you need to get across to your employees, Chubb can incorporate that in to your bespoke training.

Normally working in conjunction with an organisational Health and Safety Manager, Chubb will devise and deliver a course that is specific to the fire risk you have on site. This could include incorporating site specific evacuation procedures and understanding in-house fire alarm systems.

Fire Warden/Marshal Training
Programme
Introduction, overview and objectives
Fire procedures
Looking at evacuation issues and any site specific arrangements that need to be considered, such as the evacuation of disabled persons or people with mobility issues.

Why fire training?
Understanding legislative requirements for fire training in the UK.

What is fire?
Look at and understand the chemistry of fire.

Duties of a fire warden/marshal
Lock at the responsibilities, duties and role as a fire warden/marshal including:
• How to identify fire risk and implement preventative measures
• How to raise the fire alarm
• What actions to take on discovering a fire
• What actions to take on hearing the fire alarm
• Calling the Fire & Rescue Service

Why fire training?
Understanding legislative requirements for fire training in the UK.

Basic Fire Safety Awareness Training
Programme
Introduction, overview and objectives
Fire procedures
We will look at the responsibility of everyone to reduce the risk of fire in the workplace and give a clear understanding of:
• What action to take on discovering a fire
• How to raise the alarm
• What to do when hearing a fire alarm
• Who’s responsible for calling the emergency services
• The location of extinguishers and escape routes
• Dealing with disabled persons and evacuation procedures

Why fire training?
Understanding legislative requirements for fire training in the UK.

Fire prevention
Understand the main causes and tips on general good housekeeping in order to minimise the risk of fire breaking out.

Types of fire extinguishers
Understand the different types of extinguishers and their methods of operation – capabilities and limitations.

DVD – “Extinguishing Fires At Work”

Practical exercise
This session provides each delegate with the opportunity to handle various types of extinguishers on live controlled fires.

Duration
Half day or full day
(2x half day sessions)

Location
Customer premises or open venues around the UK

Who should attend
Fire Wardens and Marshals

Max. no. of delegates
20 per half day

• How to deal with disabled persons and evacuation procedures

Go online to chubb.co.uk to see dates and locations of our open courses
Fire Safety for Residential Care Homes

This course is designed for the employees of permanently staffed premises providing residential care where some or all of the residents might require assistance in the event of a fire. Typical residential care premises include those where care is provided for:

- The elderly or infirm
- Children and young persons
- People with special needs such as those with learning difficulties or mental or physical disabilities
- People with addictions.

Course objectives

Building on the programme of the popular Basic Fire Safety Awareness Training, this course will be tailored around the type of care your company provides focusing on the unique issues you will be facing.

- Delegates will receive an all round knowledge of what to do in the event of a fire
- Gain a clear understanding of the responsibilities and duties of the staff in the event of a fire
- Cover theoretical and practical implications of evacuating vulnerable or immobile residents
- Understand unique fire safety risks found in residential care homes

Fire Safety in Commercial Kitchens

This course is designed for people working within a commercial kitchen, and focuses on the particular fire risks this environment presents.

Course objectives

Delegates will gain an appreciation for good housekeeping, continuous attention within the workplace, sources of ignition, means of escape and action to be taken in the event of a fire. Because of cooking oil’s high auto ignition temperatures these fires are notoriously difficult to extinguish, and conventional extinguishers are simply not effective at dealing with this type of fire. For this reason this course focuses on a wet chemical extinguisher, a specialist extinguisher designed specifically to deal with cooking oil and fat fires as well as giving an understanding of automatic cooker hood extinguishing systems.

Practical Use Of Extinguishers

A lack of confidence, knowledge and experience can lead to a fire extinguisher being used incorrectly, which can be dangerous. Ensure your employees are able to use an extinguisher safely and effectively in the event of a fire.

This course offers delegates hands on experience of tackling a fire with the use of an extinguisher on a live controlled fire, as well as an understanding the different types of extinguishers and their methods of operation – capabilities and limitations.
Fire Safety Training Solutions

Portable Fire Extinguishers Servicing Training for BAFE Examination
Delegates receive practical tuition to allow them to sit the BAFE examination in the Theory and Practice of Servicing Portable Fire Extinguishers. The certificate remains the property of the Company for whom the technician works at the time of taking the course.

This course provides delegates with knowledge and training that will allow them to competently service portable fire extinguishers in accordance with the requirements of BS 5306 Part 3.

BAFE Certified Examination
Delegates will be awarded with their BAFE certificate, on successful completion of the course and passing the exam.

Residential courses
Whilst the BAFE qualification can be run at a customers premises, training in an environment away from the distractions of your daily work allows you to focus completely on the content of the course and gain maximum retention of information and will increase your chances of passing the BAFE examination first time. The residential course is held in either our Manchester or Luton locations. The course fees are inclusive of course materials, exam fees, 3 nights accommodation and meals.

Programme
DAY 1 (Monday)
Welcome and Introduction
Topics for the day include:
- Health and Safety
- Fire Industry Approvals
- Theory of Fire
- Carbon Dioxide Extinguishers
- Gas Cartridges
- Water Extinguishers: Cartridge Operated

DAY 2 (Tuesday)
Topics for the day include:
- Cartridge Operated Extinguishers
- Dry Powder
- Foam
- Stored Pressure
- Halon
- Wet Chemical
Also:
- Design, Manufacture and Testing of Extinguishers (BS EN 3)
- Siting of Fire Extinguishers (BS 5306 Part 8)
- Practical Servicing of Extinguishers

DAY 3 (Wednesday)
Topics for the day include:
- Practical Servicing of Extinguishers (continued)
- Briefing on Set Up for Practical Test
- Private Study

DAY 4 (Thursday)
Final Day
- BAFE Examination Registration
- Exam Paper (Theory)
- Practical Test

Go online to chubb.co.uk or call 0161 654 2290 to see dates and locations of our open courses

DVDS
Extinguishing Fires At Work
This training DVD is designed to provide clear guidance on the appropriate selection and use of the fire extinguishers in the event of a fire.
- Appropriate for inclusion in staff training group sessions dealing with health and safety issues in the workplace
- Suitable for everyone from Health and Safety Managers to employees themselves
- Ideal solution if time and resources are limited
Online Fire Safety Training

A flexible way to organise staff fire safety training

Chubb Online Fire Safety Training is one of the most cost-effective ways to undertake staff Fire Safety Training

What is Online Fire Safety Training?
Chubb Online Fire Safety Training is an e-Learning (Electronic Learning) tool that enables you to deliver fire safety training courses and instruction electronically, via the Internet. It is available in an instant, which makes it perfect for first day staff fire safety induction, or as part of ongoing staff fire safety training.

• Training takes place at the user’s own workstation
• Flexibility to train at time and pace that suits the user
• Interactive training with mini quizzes to test knowledge

Get started easily
Accessing the Online Fire Safety Training couldn’t be easier. Training is on a one credit – one user basis. Your account is set up and you are supplied with a password. Links to the training modules can be emailed to your staff, or linked on your company Intranet.

Centralised Reporting and Management Tool
Chubb Online Fire Safety Training tool includes many administrative functions and a range of tools to assist you in gathering and reporting on your training sessions and risk analysis information.

Features:
• Audit trails – every action undertaken by the administrator is recorded
• Course statuses – visual list of completed, started and unstarted courses for all employees
• Test results – full rundown of user’s results
• Risk rating assessments – individual risk ratings for each employee
• Time taken to complete courses
• Training scheduler – organise further training according to users training
• Complete history of training – all user’s actions and training are logged and recorded
• Printable certificates of achievement can be produced.

Other languages available
Chubb Online Fire Safety Training is also available in Welsh and Polish.

Now our most popular DVD “Extinguishing Fires at Work” is available online. Use an e-learning credit to watch the 22 min DVD at your workstation.
Chubb offers complete fire and security solutions to businesses and organisations across the UK.

We can install new fire equipment and detection systems or continue the servicing and maintenance of your existing equipment. Our products and services include:

**Fire**
- Fire Risk Assessment
- Fire detection & alarm
- 24/7 Fire alarm monitoring
- Fire extinguishers & fire safety products
- Fire suppression systems
- Fire safety training
- Maintenance & monitoring
- Emergency lighting & safety signage
- Hose reels and dry/wet risers

Chubb provides a full range of security products and services to ensure customers benefit from a safe working environment, secure property and protected assets. This includes:

**Security**
- Intruder alarms
- Wireless locks
- Access control for single door to multi-site systems
- CCTV & HD IP systems
- Integrated security systems
- Service and maintenance
- 24/7 Security systems monitoring
- Key holder protection services

Call 0800 32 1666