

Fire Safety Strategy

How can Barbour help?

Heather Beach

Aug 2010

Barbour EHS

- Barbour has been providing reference information and tools to health and safety professionals for over 40 years.
- Part of large media group – United Business Media (also owns SHP magazine and IOSH show)
- Barbour is entirely focused on Environment, Health and Safety. We have an in house editorial team selecting and commissioning new content and a large network of specialist professionals.

Barbour resources

- Barbour provides a series of validated, updated and peer reviewed resources for the professional to save time and ensure consistency of approach.
 - Guides to 150 key health, safety and environment topics which can be customised for your organisation.
 - Summaries of 6,000 key legislative and guidance documents
 - Model policies
 - Forms and checklists
 - Toolbox Talks
 - CPD webinars

Current Awareness

- Barbour ensures the organisation is **ahead of the game**.
- Our editors review all consultations, legislation, guidance, case law, research reports, prosecutions and summarise providing access to:-
 - Alerts where the subject matter is time sensitive
 - A weekly briefing covering all new material
- The service provides authoritative, peer reviewed summaries which can be disseminated up and down the line.

Access to answers

- The Barbour document library contains 67,000 documents from over 600 sources
- Updated daily/weekly, giving you **peace of mind** that you have access to information from HSE, legislation and key trade bodies
- “Ask Barbour” answers your knotty H&S questions through highly qualified specialists providing a written answer backed up by references



One-in, One-out Regulation System

From 1 September, a new 'One-in, One-out' system will begin. When Ministers seek to introduce new regulations which impose costs on business or the third sector, they will have to identify current regulations with an equivalent value that can be removed. [more...](#)

£22,000 fine for Oil Depositing

Minster Paving and Construction Limited has been fined £22,000 and ordered to pay costs of £1,800 at Grantham Magistrates' Court for dumping containers of an oily liquid, believed to be a mixture of petrol and diesel on land in Cranwell. [more...](#)



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Safety in design, construction and use of bulk tipping containers. Prepared by New Alchemy and HSL	RR 822	HSE	05/08/2010
Drought brief 30 Jul 10		EA	04/08/2010
Advice on acceptance criteria for damaged passive fire protection coatings on offshore installations		HSE	04/08/2010
PABIAC safety opinion survey tool - guidance for use		HSE	04/08/2010
Pabiac strategic objective 2 - safety management systems - self assessment tool for SMEs		HSE	04/08/2010

A-Z Barbour Resources

- ▶ [Technical Guides](#)
- ▶ [Director's Briefing](#)
- ▶ [Employee Factsheets](#)
- ▶ [Toolbox Talks](#)
- ▶ [Model Policies](#)
- ▶ [Forms and Checklists](#)
- ▶ [EH Checklists](#)
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You are in: [Home](#) > [A-Z Barbour Resources](#)

A-Z Barbour Resources

- ▶ [Technical Guides](#)
- ▶ [Director's Briefing](#)
- ▶ [Employee Factsheets](#)
- ▶ [Toolbox Talks](#)
- ▶ [Model Policies](#)
- ▶ [Forms & Checklists](#)
- ▶ [EH Checklists](#)
- ▶ [Permits To Work](#)
- ▶ [Webinars](#)

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▼ Technical Guides

- ▶ [Access To, and Within, the Workplace](#)
- ▶ [Accidents and Incidents](#)
- ▶ [Aeromonas spp](#)
- ▶ [More..](#)

▼ Director's Briefing

- ▶ [Accidents and Incidents](#)
- ▶ [Asbestos](#)
- ▶ [Carcinogens](#)
- ▶ [More..](#)

▼ Employee Factsheets

- ▶ [Accidents and Incidents](#)
- ▶ [Asbestos](#)
- ▶ [Carcinogens](#)
- ▶ [More..](#)

▼ Toolbox Talks

- ▶ [An Introduction to Toolbox Talks](#)
- ▶ [Asbestos](#)
- ▶ [Atmosphere \(Air\)](#)
- ▶ [More..](#)

▼ Model Policies

- ▶ [Accident Reporting](#)
- ▶ [Arrangements Section - Introduction](#)

▼ Forms & Checklists

- ▶ [Accidents](#)
- ▶ [Application for a Licence to Handle Explosives at a](#)

▶ [Forms & Checklists](#)

▶ [EH Checklists](#)

▶ [Permits To Work](#)

▶ [Webinars](#)

▶ [More..](#)

▼ **Employee Factsheets**

▶ [Accidents and Incidents](#)

▶ [Asbestos](#)

▶ [Carcinogens](#)

▶ [More..](#)

▼ **Model Policies**

▶ [Accident Reporting](#)

▶ [Arrangements Section - Introduction](#)

▶ [Asbestos](#)

▶ [More..](#)

▼ **EH Checklists**

▶ [Noise in the Workplace](#)

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▶ [All Topics](#)

▶ [Accidents and Emergencies](#)

▶ [Air and Pollution](#)

▶ [Asbestos](#)

▶ [Business Responsibility](#)

▶ [Chemicals and COSHH](#)

▶ [Climate Change](#)

▶ [Construction](#)

▶ [Driving and Transportation](#)

▶ [Employee/Workforce](#)

▶ [Environmental Regulation and Management](#)

▶ [Fire](#)

▶ [Food Safety](#)

▶ [International](#)

▶ [Land](#)

▶ [Legal, Enforcement and Penalties](#)

▶ [Management Issues](#)

▶ [Occupational Health](#)

▶ [Risk Assessment](#)

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By selecting the headings on the left hand side of the page you will see all topics relating to that subject area.

Alternatively you can view all of the topics by selecting 'All Topics'.

Featured Topic - Healthy Workplaces - Stress

The European Agency for Health and Safety at Work are promoting the healthy workplace from now into 2011. This campaign highlights the benefits for workers, employers and businesses of education and communication, in terms of all aspects of a healthy workplace.

Barbour EHS has produced a [Director's Briefing](#), [Employee Factsheet](#) and [Environmental Health Checklist](#) concerning stress in the workplace, helping you to identify stressors and minimise or eliminate them from the workplace.

Other topics we cover concerning healthy workplaces include asbestos, work related upper limb disorder and slips, trips and falls.



Featured Topic - Asbestos Management

Working with Ayerst Environmental, Barbour EHS have produced a range of helpful information concerning asbestos, the changes in and management of asbestos. Our [Director's Briefing](#) and [Employee / Tradesperson Factsheet](#) are great for briefing management workforce and keeping abreast of case law and legal duties.

Our guides including [Asbestos Management](#) and [Asbestos – Changes in 2010](#), are more detailed technical documents including a surveys, asbestos sampling and collection, asbestos registers and the duty to manage asbestos.

Don't forget our forms and checklists, model policies and key document sections for further resources to help you manage risk pose



[Home](#)

[A-Z Barbour Resources](#)

[Browse Topics](#)

[Document Library](#)

[Legislation Diary](#)

[The Briefing](#)

[International](#)

[CPD](#)

[My Account](#)

[Contact Us](#)

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[Advanced Search](#)
[Search Tips](#)

You are in: [Home](#) > [Browse Topics](#) > [Fire](#)

[Browse](#)

[Fire](#)

- [Electricity - Fixed Equipment](#)
- [Electricity - Portable Equipment](#)
- [Fire Detection and Alarm Systems](#)
- [Fire Hazards](#)
- [Fire Precautions and Fire Protection](#)
- [Fire Risk Management](#)
- [Fire Stopping and Smoke Control](#)
- [Flammable Gases, Liquids and Explosive Atmospheres](#)
- [Smoke Free Workplaces](#)

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[Electricity - Fixed Equipment](#)

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[Fire Risk Management](#)

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[Smoke Free Workplaces](#)



▼ [Browse](#)

▼ [Fire](#)

▼ [Fire Risk Management](#)

Fire Risk Management

[Definition](#)

[Technical Guides](#)

[Director's Briefing](#)

[Employee Factsheet](#)

[Toolbox Talks](#)

[Model Policies](#)

[Forms & checklists](#)

[Key documents](#)

Definition

In England and Wales, the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) is the current and only general legal requirement for safety.

Any person who has control to any extent of the workplace has fire safety duties in respect of those premises. It is their duty to carry out risk assessments for the premises. This is not a new duty, since it became a requirement in the Fire Precautions (Workplace) Regulations 1997. However, the fire risk assessment has to be carried out for fire safety issues in the actual premises concerned.

The fire safety regime in Scotland is contained in Part III of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. This approach parallels the requirements found in RRFSO.

For Northern Ireland, the Fire and Rescue Services (Northern Ireland) Order 2006 introduced parallel powers.

Reviewed: 2009



[Home](#)

[A-Z Barbour Resources](#)

[Browse Topics](#)

[Document Library](#)

[Legislation Diary](#)

[The Briefing](#)

[International](#)

[CPD](#)

[My Account](#)

[Contact Us](#)

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in [Document Library](#)



[Advanced Search](#)
[Search Tips](#)

You are in: [Home](#) > [Browse Topics](#) > [Fire](#) > Fire Risk Management

▼ [Browse](#)

▼ [Fire](#)

▼ [Fire Risk Management](#)

Fire Risk Management

[Definition](#)

[Technical Guides](#)

[Director's Briefing](#)

[Employee Factsheet](#)

[Toolbox Talks](#)

[Model Policies](#)

[Forms & checklists](#)

[Key documents](#)

Title

Publisher

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[Fire Hazards](#)

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June 2010

[Fire Protection and Precaution](#)

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Fire Hazards: Director's Briefing



In order to have a fire you must have all three of the following conditions:

- oxygen** - examples: natural sources as well as artificial, oxidising materials
- fuel** - examples: flammable liquid (eg paints, varnish, white spirit), adhesives, solvents, cooking oils, flammable substances (eg cleaning, photocopyer chemicals), packaging, paper, card, paper (in particular shredded)
- heat (and sources of ignition)** - examples: smoking, lights, naked flames, electrical, gas or oil fired heaters, hot works, faulty electrical equipment, hot surfaces, obstruction/lack of ventilation of electrical equipment, arson.

Without all 3 of these elements there can be no fire. Fire extinguishers take away one or more of these three elements, eg water extinguishers take away the heat, carbon dioxide extinguishers use gas, which is heavier than oxygen so the CO₂ smothers the fire and suffocates it.

Case Law

A Lancashire hotel was fined £18,000 for failing to complete a fire risk assessment, maintain clear emergency exits, failure to maintain alarms and detection systems, failure to protect means of escape and failure to train staff in fire safety.

"Provide information on policy including implementation"

Recommendations for employers:

- reduce the sources of ignition** (reduce any unnecessary sources of heat, ensure that sources of heat do not arise from faulty or overloaded electrical equipment, control hot works, prohibit smoking, reduce naked flame heating with convector heaters or central heating, ensure all equipment that could provide a source of ignition is left in a safe condition and electrical fuses and circuit breakers are of the correct rating, take precautions against the risk of arson)
- reduce the sources of oxygen** (close doors and other sources of ventilation when not required, do not store oxidising materials near any heat source or flammable materials)
- minimise the potential of fuel for the fire**. Remove or reduce to a minimum the amount of flammable materials and substances, replace flammable materials with non or less flammable materials, ensure flammable materials are handled, transported, stored and used properly, do not store unnecessary
- ensure a fire risk assessment is carried out by a competent person, and review this regularly, particularly where there is an alteration to the building
- carry out weekly checks on your call points/alarms
- carry out 6 monthly fire drills and record them
- arrange for the fire extinguishers and associated equipment to be checked annually by a competent person
- appoint fire marshals and ensure that they are trained and comfortable with their role.

Legal duties

The main areas of health and safety law relevant to Working Time are:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- The 'ATEX Workplace Directive' (Directive 99/92/EC)
- Fire (Scotland) Act 2005, as amended, and the Fire Safety (Scotland) Regulations 2006.

Control methods or risk reduction techniques must be used to:

- provide a clear statement to workers that the risk posed by fire is taken seriously at all levels of the organisation.
- provide information on policy including implementation
- properly understand what is involved in all areas of operation in order to implement appropriate and effective controls
- monitor the control measures put in place to prevent fires and review to ensure ongoing effectiveness
- ensure all workers are aware of the hazards and the likely effects
- provide information on the legal framework surrounding fire prevention and the employer/employees duties under them.



Fire Strategy: Director's Briefing



A strategy is defined as "a carefully devised plan of action to achieve a goal, or the art of developing or carrying out such a plan." In essence a Fire Strategy is just that.

Key Information

Fire safety enforcement remains high on the regulatory agenda. The enforcing authority will usually be the local fire and rescue authority and enforcement will normally be carried out by a fire inspector, but can also be carried out by an employee of the authority who is authorised in writing by an inspector. Inspectors have wide-ranging powers, including entering and inspecting premises, taking copies of documents and records, and taking samples of substances to determine their fire resistance or flammability.

It is an offence to fail to comply with any of the duties or requirements imposed by the Fire Safety Order where this gives rise to a risk of death or serious injury due to fire. Further offences include failure to comply with the requirements of alteration, enforcement or prohibition notices.

The maximum penalty for an offence under the order is a £5,000 fine in a Magistrates' Court, or an unlimited fine in a Crown Court and/or imprisonment in a Magistrates' Court, or an unlimited fine in a Crown Court and/or imprisonment for up to two years.

The enforcing authority can serve:

- alteration notices which identify serious risks posed and requiring proposals for improvement to be submitted by the responsible person
- enforcement notices requiring the responsible person to remedy a specific failure and directing suitable measures to remedy the failure
- prohibition notices for serious risks immediately prohibiting the use of the premises for the purposes which give rise to the risk
- by way of an informal notice a 'deficiency notice' which is advisory and has no legal status however.

You must ensure:

- a Responsible Person has been appointed
- a 'Suitable and Sufficient' Fire risk Assessment is undertaken
- the findings of the assessment are acted upon
- an effective emergency plan (Fire Strategy) is drawn up
- all parts of the building are considered.
- other building users are involved (cooperation/coordination)
- that persons at risk are identified
- the assessment is reviewed periodically or when necessary.

"An effective management plan must be in place"

Legislation

The Regulatory Reform (Fire Safety) Order 2005 places a requirement upon the 'Responsible Person' (or in Scotland the 'Duty Holder,' to have in place an effective management plan for dealing with circumstances that can reasonably be foreseen, should a fire occur.

Case Law

November 2009 – New Look retailers were fined £250,000 and £150,000 respectively for failing to provide a 'Suitable and Sufficient' fire risk assessment and for failure to provide adequate training for staff.

20 April 2010, Tesco were fined £95,000 and ordered to pay £24,321 in costs after pleading guilty to five breaches of the 2005 Order.

On 11 May 2010, Paul Ashley, of P and Ashley Timberworks, pleaded guilty to eight breaches of the 2005 Order at Chester Crown Court. Mr Ashley was fined £80,000 and ordered to pay costs of £50,300 to Cheshire Fire and Rescue Service.



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Emphasis Heading 1 Heading 2 Heading 3 Change Styles

Find Replace Select Editing



Model Policy

Shared Premises Responsibilities

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Home

A-Z Barbour Resources

Browse Topics

Document Library

Legislation Diary

The Briefing

International

CPD

My Account

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Search

in

Document Library



[Advanced Search](#)
[Search Tips](#)

You are in: [Home](#) > [Browse Topics](#) > [Fire](#) > Flammable Gases, Liquids and Explosive Atmospheres

▼ **Browse**

▼ Fire

▼ Flammable Gases, Liquids and Explosive Atmospheres

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Definition

Technical Guides

Director's Briefing

Employee Factsheet

Toolbox Talks

Model Policies

Forms & checklists

Permits to Work

Key documents

Title	Publisher	Reviewed Date	Click To Do
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Fire Prevention	BARB	July 2009	

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Toolbox Talks



COSHH

The Control of Substances Hazardous to Health Regulations (COSHH) (as amended) restrict the presence and use of substances in the workplace that are 'hazardous to health'. Employees must be given information, instruction and training on the use of such substances.

What should you know?

If you work with hazardous substances then you should be familiar with:

- any risks to health caused by exposure
- precautions which should be taken
- necessary control measures - their purpose and how to use them
- how to use personal protective equipment (PPE)
- emergency procedures
- results of any workplace monitoring
- your occupational health record.



Action to take

Both employers and employees have responsibilities under COSHH. Employees must:

- co-operate with their employer eg. by attending training courses
- always use control measures designed to reduce exposure
- wear the PPE provided
- report any problems with PPE or other equipment
- report non-compliance with safe systems of work
- attend occupational health checks
- participate in the risk assessment process.



Windows Internet Explorer browser window showing the URL: <http://www.barbour.info/WebServicesV4.1/3EA29993-C537-464A-BDE4-7AA46F584901/201008111019349801389.pdf>. The address bar includes navigation buttons (back, forward, refresh, stop) and a search box labeled "Live Search". The menu bar includes File, Edit, Go To, Favorites, and Help. The toolbar shows icons for printing, saving, and navigation, along with a page indicator (3 / 3) and a zoom level of 83.3%.

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Toolbox Talks



COSHH

Please read through the handout carefully. Then when you have finished, fill out the following questions and give this page only back to the person in charge of the toolbox talk.

Q: What should you do if you notice that an agreed safe system of work is not being followed?

A:

Q: How can you identify a substance that is hazardous to health?

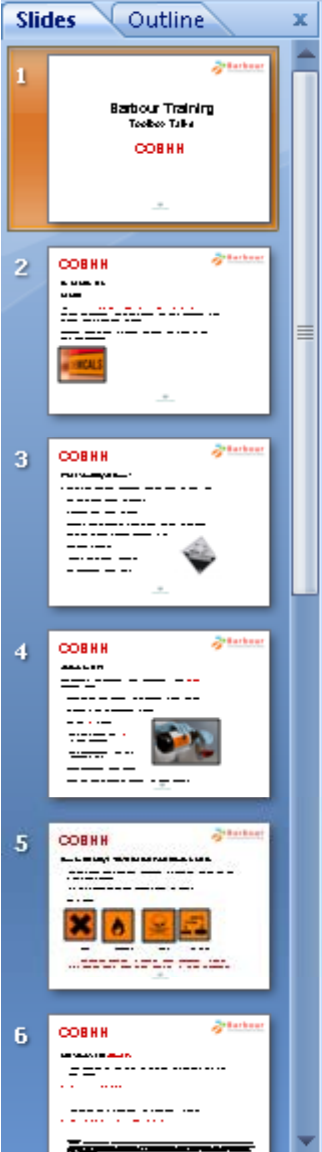
A:

I have read and understood the information set out above:

Name:

Signature:

Date:



The main slide content area displays the Barbour logo in the top right corner, which includes the text 'Barbour Environment, Health & Safety'. The central text reads 'Barbour Training Toolbox Talks' in a large black font, with 'COSHH' below it in a very large, bold red font. At the bottom center, there is a small logo for 'United Business Media'.

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Fire Prevention

How do fires start?

Before a fire can start in a room in a building, three things are needed:

- **Heat** - a source of ignition eg faulty or misused electrical equipment
- **Fuel** - something that will burn eg soft furnishings, dry waste or packaging materials
- **Oxygen** - found in the atmosphere eg, natural airflow through doors and windows and from air-conditioning systems.

If any one of these is missing, a fire cannot start.

It is important that steps are taken to avoid the three coming together and thereby reduce the chances of a fire occurring.



Search

in

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[Advanced Search](#)[Search Tips](#)You are in: [Home](#) > [Browse Topics](#) > [Fire](#) > Fire Risk Management▼ [Browse](#)▼ [Fire](#)▼ [Fire Risk Management](#)

Fire Risk Management

[Definition](#)[Technical Guides](#)[Director's Briefing](#)[Employee Factsheet](#)[Toolbox Talks](#)[Model Policies](#)[Forms & checklists](#)[Key documents](#)

Title	Publisher	Reviewed
Application for a Licence to Handle Explosives at a Harbour or Other Place (Including Variation of an Existing Licence), LP88	HSE	October 20
Application for a Registration or Storage Licence Made Under the Manufacture and Storage of Explosives Regulations 2005, MSER3	HSE	October 20
Application for Approval of Classification of Explosives (Other Than Fireworks) Manufactured in Great Britain, LP71	HSE	November 2008
Emergency Evacuation Report Form	BARB	March 201
Emergency Lighting Testing and Maintenance Form	BARB	March 201
Fire Alarm System Testing Report Form	BARB	March 201
Fire Extinguisher Maintenance Form	BARB	January 20
Fire Fighting Equipment Inventory	BARB	March 201
Fire Marshal Record	BARB	March 201
Fire Risk Assessment Form to Record Significant Findings	BARB	June 2010
Fire Safety	BARB	January 20
Planned Emergency Fire Drill and Evacuation Report Form	BARB	January 20
Report of Flammable Gas Incidents, F2508G1	HSE	October 20
Simple Fire Risk Assessment Form	BARB	March 201
Students and Trainees on Work Experience	BARB	March 201
Visitors	BARB	March 201



A Barbour Form: Simple Fire Risk Assessment Form to Record Significant Findings



Risk Assessment – Record of significant findings

Premises/building/location

Service/organisation

Sources of ignition	Sources of fuel	Sources of oxygen

People at risk	Special risks



Home

A-Z Barbour Resources

Browse Topics

Document Library

Legislation Diary

The Briefing

International

CPD

My Account

Contact Us

Search

in

Document Library



[Advanced Search](#)

[Search Tips](#)

You are in: [Home](#) > [Browse Topics](#) > [Fire](#) > Fire Risk Management

▼ Browse

▼ Fire

▼ Fire Risk Management

Fire Risk Management

Definition

Technical Guides

Director's Briefing

Employee Factsheet

Toolbox Talks

Model Policies

Forms & checklists

Key documents

1 2 3

S	B	Title	Series	Publisher
		Escape of disabled people from fire : measurement and classification of capability for assessing escape risk	BRE Report BR 301	BRE
		Animal premises and stables : fire safety risk assessment	Monograph	CLG
	●	Educational premises : fire safety risk assessment	Monograph	CLG
	●	Factories and warehouses : fire safety risk assessment	Monograph	CLG
		Healthcare premises : fire safety risk assessment	Monograph	CLG
		Incidents involving transport systems : air : Fire and Rescue Service operational guidance	Generic risk assessments 4.3	CLG
	●	Large places of assembly : fire safety risk assessment	Monograph	CLG
		Means of escape for disabled people : supplementary guide : fire safety risk assessment	Monograph	CLG
	●	Offices and shops : fire safety risk assessment	Monograph	CLG
		Open air events and venues : fire safety risk assessment	Monograph	CLG



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Regulatory reform Fire safety, order 2005

Document Summary (Provided by the Barbour Editorial Team)

Under the Regulatory Reform (Fire Safety) Order (RRFSO), fire certificates will be abolished and will cease to have legal status. Under the RRFSO, the 'responsible person' for each premises will be required to carry out an assessment of the risks (risk assessment) of fire and take steps to reduce or remove the risk. The risk assessment will have to take into account the effect a fire may have on anyone in or around the premises. It will need to be kept under regular review. The new regulations will apply to the voluntary sector and self-employed people with premises separate from their homes. A summary of the Order is given below.

The RRFSO reforms the law relating to fire safety in non-domestic premises. It replaces fire certification under the Fire Precautions Act 1971 with:

- a general duty to ensure, so far as is reasonably practicable, the safety of employees
- a general duty, in relation to non-employees to take such fire precautions as may reasonably be required in the circumstances to ensure that premises are safe
- a duty to carry out a risk assessment.

The Order requires several specific duties in relation to the fire precautions to be taken and provides for the enforcement of the Order, appeals, offences and connected issues. It amends or repeals other primary legislation concerning fire safety to take account of the new system and provides for minor and other consequential amendments, repeals and revocations.

The Order also gives effect in England and Wales to the following provisions, in so far as they relate to general fire precautions to be taken by employers:

- the introduction of measures to encourage improvements in the safety and health of workers at work, employment protection rights, and use of personal protective equipment
- supplementing the measures to encourage improvements in the safety and health at work of workers with a fixed-duration employment relationship or a temporary employment relationship

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[Fire Precautions and Fire Protection](#)

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STATUTORY INSTRUMENTS

2005 No. 1541

REGULATORY REFORM, ENGLAND AND WALES

The Regulatory Reform (Fire Safety) Order 2005

Made - - - - 7th June 2005

Coming into force in accordance with article 1

ARRANGEMENT OF ARTICLES

PART 1
GENERAL

1. Citation, commencement and extent
2. Interpretation
3. Meaning of "responsible person"
4. Meaning of "general fire precautions"
5. Duties under this Order
6. Application to premises
7. Disapplication of certain provisions

PART 2
FIRE SAFETY DUTIES



[Home](#)

[A-Z Barbour Resources](#)

[Browse Topics](#)

[Document Library](#)

[Legislation Diary](#)

[The Briefing](#)

[International](#)

[CPD](#)

[My Account](#)

[Contact Us](#)

Search

in

[Document Library](#)



[Advanced Search](#)
[Search Tips](#)

You are in: [Home](#) > [Browse Topics](#) > [Fire](#) > Flammable Gases, Liquids and Explosive Atmospheres

[Browse](#)

[Fire](#)

[Flammable Gases, Liquids and Explosive Atmospheres](#)

Flammable Gases, Liquids and Explosive Atmospheres

[Definition](#)

[Technical Guides](#)

[Director's Briefing](#)

[Employee Factsheet](#)

[Toolbox Talks](#)

[Model Policies](#)

[Forms & checklists](#)

[EH Checklist](#)

[Permits to Work](#)

[Key documents](#)

Title

Publisher

Reviewed Date

[Dangerous/Hazardous Substances](#)

BARB

June 2010



A Barbour Permit to Work: Dangerous/Hazardous Substances



1. PERMIT ISSUE *(For completion by authorised permit issuer)*

Permit Number:



Building name:

Location of work:

Description of work:

Permit starts:

Date:		Time:	
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Permit expires:

Date:		Time:	
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Confirm that the use of the particular substance is the least hazardous option which is reasonably practicable to implement?

 Yes

Risk assessment and method statement/safe system of work documented and workers aware of/trained in findings?

 Yes

Risk assessment takes into account risks to other building users?

 Yes N/A

Risk assessment takes into account other substances present which may cause an adverse reaction?

 Yes N/A

Proposed work method ensures spread of contamination is minimised?

 Yes

Substances to be securely and safely stored when not in use?

 Yes N/A

Air conditioning isolated where appropriate?

 Yes N/A

Air of work ventilated?

 Yes N/A

Summary

- **Barbour is used by over 1000 leading companies and enforcement agencies**
- It is a trusted source – providing **peace of mind**
- It provides you with coverage of all the information you need in once place, and tools to **improve compliance and reduce accidents**.
- The service **saves the health and safety department time** ensuring they can be out improving the organisation's safety performance and culture
- We can provide consulting services and advice

Barbour Consulting Services

*“Intelligent Health and Safety,
Making Business Sense”*



Barbour Consulting Services

- Best of breed – chartered professionals / many years of specialist experience
- Focus on making business sense of health and safety
- Cost effective – tailored solutions

Barbour Consulting Services

Barbour Consult

- Safety Management Review
- Statutory Compliance
- Cost of Compliance
- Safety Culture
- Cost Benefit Analysis

Health & Safety Management

- Management systems
- Retained consultancy
- Policies and procedures
- Ask Barbour

Training

- Training Needs Analysis
- Bespoke Courses
- Blended Learning
- Behavioural Safety

Audit and Risk Assessment

- Fire Risk Assessment
- Health & Safety Risk Assessment
- Manual Handling Assessments
- COSHH Assessments

Fire Safety Consultancy

- **Fire Consultancy –**
 - Legislation
 - Technical advice
 - Design, plan drawing and specification for new build & alterations
 - Liaison with Building Control, Fire Authority etc
 - Enforcement support
 - Review of existing Strategy
- **Fire Risk Assessments**
 - Practical on-site risk assessment & guidance
 - Preparation of Emergency Plan
 - Progress inspections
 - Assessment review
- **Fire Evacuation Drills** – on site drills and reporting.
- **Fire Investigation** – UK/International.
- **Fire Training** – On site or venue based modules to suit all levels.

Barbour Consulting Services

**Our goal is to ensure a cost effective approach to
H&S risk management**

<http://www.barbour-ehs.com/consultancy>

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