DORSET & WILTSHIRE
FIRE AND RESCUE

FESTIVE FIVE FIRE RISK ASSESSMENT

PART 4

PASSIONATE ABOUT
CHANGING & SAVING LIVES

Record, Plan, Inform, Instruct and Train.

Record

New legislation requires:

- that all Responsible Persons must record in writing their completed fire risk assessment, and in full (where previously only specific information was required to be recorded).
- that all Responsible Persons must record the identity of the individual (their name), and/or if applicable, their organisation name.

The fire risk assessment should include any of the fire hazards identified and any actions you have taken to remove or reduce the risk of a fire occurring.

Identify any persons who may be at risk, particularly those that are vulnerable, and any actions you have taken to reduce the risk.

Any actions people may need to take in case of a fire, this will include identifying fire marshals and details of your emergency plan.

In the event of a fire, any training and instruction that people will need and how it will be given to them.

This information can be requested by the enforcing authority (Fire Service).

Plan

You will need to have an emergency plan in place. This will ensure that any people in your premises know what to do in the event of a fire. Your emergency plan should be based on the outcome of your fire risk assessment. Your employees should have access to this information.

Inform, Instruct and Train

You must give clear and relevant information with appropriate instructions to your staff and the employers of any other people working in your premises.

All staff should be given instructions in fire safety measures and how to evacuate the building safely from the first day of employment. Ensure that **all** staff are aware of current fire safety measures including out of hours contractors such as cleaners or maintenance staff.

Instructions should be clear and in a format that staff can understand. This should include for example, hearing or sight impairments, and anyone whose first language is not English.

If the premises is multi occupied, you probably won't be solely responsible for all fire safety precautions. You will need to ensure that you liaise with other responsible persons and inform them of any fire risks you have identified.

Suitable people should be nominated for specific tasks, for example, calling the fire service or checking exit doors are available at the start of each day.

Fire Safety Training

You must provide adequate fire safety training for all your staff; this should take into account your fire risk assessment findings.

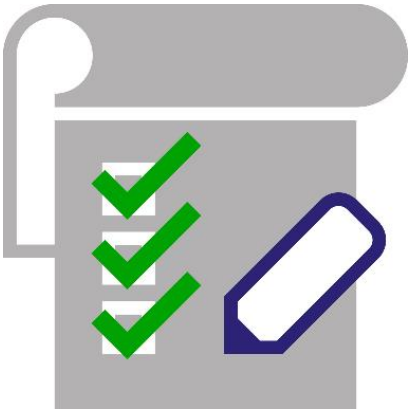
Training should include the emergency procedures and expectations for staff. Evacuation drills should be carried out and recorded.

Staff should know what to do if they discover a fire and how to raise the alarm if necessary.

Employers should emphasise the importance of appropriate fitting fire doors as part of the evacuation strategy.

Any appointed fire marshals will require extra training for their role this might include fire alarm panel awareness.

Checklist



Have you recorded your fire risk assessment?

Have you recorded actions taken to remove or reduce fire risk?

Are your records available for inspection by the enforcing authority?

Do you have an emergency plan in place, is it available for all staff?

Have you recorded details of any information or instructions given to staff?

Have your staff received fire safety training?

Have you carried out a fire drill recently?

Are you keeping records of fire drills and training of staff?

Are appointed staff aware of their specific tasks in the event of a fire?

Dorset & Wiltshire Fire and Rescue Service supports local businesses and recognises their importance to the community. We are committed to keeping people and buildings safe.