

If you are the 'responsible person' then you **must carry out a fire risk assessment** which focuses on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs and young persons, and must include consideration of any dangerous substance liable to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that you need to take.

If your organisation employs five or more people or your premises are licensed you must record the significant findings of the assessment. It is good practice to record your significant findings in any case.

As well as carrying out a fire risk assessment, there are some other fire safety duties you need to comply with:

- ✓ **You must** appoint one or more competent persons to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training, experience, knowledge and other qualities to be able to implement these measures properly.
- ✓ **You must** provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment.
- ✓ **You must** consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- ✓ **You must**, before you employ a child, provide the parent with clear and relevant information on the risks to that child identified by the risk assessment. You must inform the parent of the measures you have put in place to protect the child from fire and inform any other responsible person of any risks to that child arising from their employment.
- ✓ **You must** inform non-employees, such as temporary or contract workers, of the relevant risks to them, and about the fire safety procedures for the premises.
- ✓ **You must** co-operate and co-ordinate with other responsible persons who also have premises in the building.
- ✓ **You must** provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventative and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.

Fraser & Associates have extensive experience in the Fire Safety field, so why not contact us if you that professional advice at an affordable price.