Keep Your School In Business

Introduction To KYSIB

Your Fire Risk Assessment

Guide For Your Initial Fire Risk Assessment

Guide For Fire Risk Assessment Reviews

Fire Risk Assessment Forms

Maintenance & Testing/ Compliance Check

Best Practice

Contingency Planning and Disaster Recovery

Your Fire Risk Assessment Results

UPDATES & ADDITIONAL SECTIONS:

www.wmarsontaskforce.gov.uk/kysib

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The information contained in this Handbook is for general guidance on matters of fire safety only. The application and impact of laws can vary widely based on the specific facts involved and you are advised to seek further specialist advice if you are at all uncertain as to their application in relation to your business. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in the information contained in this Handbook.

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RECORDING OF TEST RESULTS

Maintenance and Testing
As part of your fire risk assessment you will need to record the results of various tests that you are required to carry out to comply with both manufacturer's requirements and various British & European Standards.

To assist you a number of test proforma can be found in the following sections:

- Fire Instruction and Drills
- Means of Escape
- Hosereels
- Emergency Lighting
- Fire Extinguishers
- Fire Alarms

Some of these tests and proforma are designed for use by the person responsible for fire safety management in school. Others are for use by engineers. Each proforma carries an indication as to whom it is designed for, but it must be borne in mind that the relevant British and European Standards must still be adhered to.

Compliance Check Sheets
When you have finished your Fire Risk Assessment, you can use these compliance check sheets to enable you to check you are complying with the Regulatory Reform (Fire Safety) Order 2005 (FSO).

RECORD OF MEANS OF ESCAPE INSPECTIONS – WEEKLY – SCHOOL

Date	Escape Routes Internally & Externally Correct		Fire Doors & Exit Doors Correct		Details of Fault & Action Taken	Name	Signature
	Yes	No	Yes	No			

RECORD AND LOCATION OF HOSEREELS – MONTHLY – SCHOOL

Date	Location or Number	Inspected or Tested	Result Correct Yes	Result Correct No	Details of Fault & Action Taken To Rectify it	Name	Signature

RECORD OF EMERGENCY LIGHTING SYSTEM DAILY RECORDS – SCHOOL

Date	All faults in Log Book Rectified Correct		All maintained lamps Correct		Control Panel Correct		All faults found Recorded Correct		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF EMERGENCY LIGHTING SYSTEM MONTHLY RECORDS – SCHOOL

Date	Test all Luminaries Operating Correct		Test Central Battery System Correct		Test Generator Operating Correct		Test Engine of Generator Operating Correct		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF EMERGENCY LIGHTING SYSTEM 6 MONTHLY RECORDS – ENGINEER

Date	Test all Luminaries Operating Correct		Test Central Battery System Correct		Test Generator Operating Correct		Test Engine of Generator Operating Correct		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF EMERGENCY LIGHTING SYSTEM 3 YEARLY & SUBSEQUENT ANNUAL RECORDS – ENGINEER

Date	Test all Luminaries Operating Correct		Test Central Battery System Correct		Test Generator Operating Correct		Test Engine of Generator Operating Correct		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

FIRE EXTINGUISHERS – MAXIMUM MAINTENANCE INTERVALS

The servicing of your extinguishers should be done by a competent person in accordance with the current BS 5306 – 3 which states:

'Annex A (normative)

Schedule of maintenance intervals

Maintenance procedures should be carried out at intervals no greater than those given in Table A.1.

Table A.1 – Maximum maintenance intervals

Type of extinguisher	Basic Service (see Annex B) (see Note 1)	Extended service and recharging if necessary (see Annex C) (see Note 2)	Overall and recharging (see Annex D) (see Note 2)
Water, foam, and water based	Every year	Every 5 years	–
Powder	Every year	Every 5 years	–
Powder-primary sealed	Every year	Every 10 years (see Note 3)	–
Halon (see Note 4)	Every year	–	Every 10 years
CO_2	Every year	–	Every 10 years

NOTE 1 The intervals should be taken from the date of installation or the last service. However, for CO_2 extinguishers, BS EN 1802:2002 (Clause 5), BS EN 1803:2002 (Clause 5), and BS EN 1968:2002 (Clause 5) require that the stamped date of manufacture be used. The intervals may be shortened, on the recommendation of the competent person where inspection reveals environmental and/or special hazards, or at the request of the user.

NOTE 2 The replacement of parts does not affect these intervals. For example, if the hose of a water-based extinguisher is replaced after the extinguisher has been in service for 6 years from installation then the extended service should be carried out after a further 4 years.

NOTE 3 Primary sealed stored pressure extinguishers should be returned to the manufacturer/supplier for recharging.

NOTE 4 Service of this type of extinguisher may only be carried out if the extinguisher meets the criteria of the "critical uses" in Annex VII of EC Regulation 2037/2000 [1] (see Annex F).'

RECORD AND LOCATION OF FIRE EXTINGUISHERS MONTHLY RECORDS – SCHOOL

Date	Location Or Number	In Place	Visible	Operating Instructions Legible	Result Correct		Action Taken To Rectify it	Name	Signature
					Yes	No			

RECORD AND LOCATION OF FIRE EXTINGUISHERS MONTHLY RECORDS – SCHOOL

Date	Location Or Number	Has extinguisher been operated		Pressure Gauge OK		Seals Tampers OK		Result Correct		Action Taken To Rectify it	Name	Signature
		Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM SYSTEM – SCHOOL

Name of Premise & Address:			
Responsible person:			
Contact Telephone No.			
The system was designed by:			
The system was installed by			
The system was commissioned by:			
The system was accepted by:			
Verification was undertaken by:			
The system is maintained under contract by:		**Until:**	
Telephone number: **Who should be contacted if maintenance is required**			
Normal maximum attendance time for a maintenance technician is:			
Expendable component replacement periods (list):			

EVENTS OTHER THAN FALSE ALARMS OR MAINTENANCE WORK – SCHOOL

Date	Time	Event e.g. fire, test, alarm, fault	Zone (where applicable)	Device (where applicable)	Action (where applicable)	Date completed (where applicable)	Initials

FALSE ALARMS – SCHOOL OR ENGINEER

Date	Time	Zone	Device that triggered the alarm signal	Cause (if known)	Brief circumstances (where cause is unknown, record activities in the area)	Maintenance visit required	Findings of maintenance technician (where applicable)	Category of false alarm	Further action required (where applicable)	Action completed (where applicable)

MAINTENANCE – ENGINEER

Date	Time	Zone (where applicable)	Device (where applicable)	Reason for work	Work carried out	Further work required	Initials

RECORD OF FIRE ALARM CALL POINT WEEKLY – SCHOOL

Date	Fire Alarm Call Point			Details of Fault & Action Taken To Rectify it	Name	Signature
	Location Or Number	Correct Yes	Correct No			

RECORD OF FIRE ALARM MONTHLY – SCHOOL

Date	Monthly Generator Test Correct		Batteries Correct		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No			

RECORD OF FIRE ALARM QUARTERLY – SCHOOL

Date	Batteries Correct		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No			

RECORD OF FIRE ALARM – 6 MONTHLY (i) – ENGINEER

Date	Log Checked		Structural or Occupancy Charges		Call Points Unobstructed con-spicuous		Any new exits without call point		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM – 6 MONTHLY (ii) – ENGINEER

Date	Any partitions within 500mm horizontally of a detector		Any storage within 300mm of ceilings		Clear space of 500mm below each detector and it is not impeded in any other way		Any changes to occupancy that may cause unwanted calls or the detector to be unsuitable		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM – 6 MONTHLY (iii) – ENGINEER

Date	Any alterations that require additional coverage by system		Records of all false alarms checked		Standby battery disconnected full load alarm simulated		Batteries and connections checked		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM – 6 MONTHLY (iv) – ENGINEER

Date	Operation of devices checked		Control Panel		Visual indicators and indicating equipment		Automatic transmission to call centre		Details of Fault & Action Taken To Rectify it	Name	Signature
	Checked		Correct		Correct		Correct				
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM – 6 MONTHLY (v) – ENGINEER

Date	Ancillary functions of panel and indicating equipment Checked		All fault indicators and circuits Checked		Printers Correct		Radio systems Serviced		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM – 6 MONTHLY (vi) – ENGINEER

Date	All checks & recommendations of manufacturer completed		Any outstanding defects reported to the responsible person		System log completed and a servicing certificate issued		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM ANNUAL INSPECTION (i) – ENGINEER

Date	Switch mechanism of every call point Checked		All detectors not damaged & working Checked		All heat detectors tested Checked		All point smoke detectors tested Checked		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM ANNUAL INSPECTION (ii) – ENGINEER

Date	All smoke beam detectors tested		All aspirating detection systems tested		All carbon monoxide detectors tested		All flame detectors tested		Details of Fault & Action Taken To Rectify it	Name	Signature
	Checked		Checked		Checked		Checked				
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM ANNUAL INSPECTION (iii) – ENGINEER

Date	All analogue systems analogue value Checked		All multi-function detectors operated by method that confirms they work Correct		All fire alarm devices work and are not obstructed and lens clear Checked		All unmonitored, permanently illuminated filament lamp indicators at control and indicating equipment replaced		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM ANNUAL INSPECTION (iv) – ENGINEER

Date	Radio signal strengths in radio-linked systems adequate Checked		Visual inspection confirm that all readily accessible cable fixings are secure and undamaged Correct		Cause and effect programme working Correct		Standby power supply capacity suitable for continued service Checked		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No	Yes	No			

RECORD OF FIRE ALARM ANNUAL INSPECTION (iv) – ENGINEER

Date	All checks & recommendations of manufacturer completed		Any outstanding defects reported to the responsible person		System log completed and a servicing certificate issued		Details of Fault & Action Taken To Rectify it	Name	Signature
	Yes	No	Yes	No	Yes	No			

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 8 - DUTY TO TAKE GENERAL FIRE PRECAUTIONS

	YES	NO
Have general fire precautions been taken to ensure the safety of staff and students?	☐	☐
Have general fire precautions been taken to ensure the safety of anyone who is not one of your employees?	☐	☐

ARTICLE 9 – RISK ASSESSMENT

	YES	NO
Have a suitable and sufficient risk assessment been carried out to identify the general fire precautions needed?	☐	☐
If a dangerous substance is present, have the matters in Part 1 of Schedule 1 of the Order been taken into consideration when the risk assessment was carried out?	☐	☐
Has the risk assessment been reviewed?	☐	☐
Before young people are to be employed, has a risk assessment or review an existing one been carried out?	☐	☐
If young people are to be employed, have the matters set out in Part 2 of Schedule 1 been taken into consideration when carrying out or reviewing the risk assessment?	☐	☐
Have the 'prescribed information' of the risk assessment been recorded?	☐	☐

Note: The prescribed information is:

- the significant findings of the assessment, including the measures which have been or will be taken
- any group of persons identified by the assessment as being especially at risk

	YES	NO
If a new activity involves a dangerous substance, has a risk assessment and the measures identified been carried out and implemented before the work has started?	☐	☐

ARTICLE 10 - PRINCIPLES OF PREVENTION TO BE APPLIED

	YES	NO
Have the principles specified in Part 3 of Schedule 1 been adhered to when implementing any preventive and protective measures?	☐	☐

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 11 - FIRE SAFETY ARRANGEMENTS

	YES	NO
Have the necessary fire safety arrangements been made?	☐	☐
Have the arrangements been recorded?	☐	☐

Note: They only need to record when:

- they employ five or more employees
- a licence is in force
- an alterations notice is in force in

ARTICLE 12 - ELIMINATION OR REDUCTION OF RISKS FROM DANGEROUS SUBSTANCES

	YES	NO
Has the risk from a dangerous substance either been eliminated or reduced?	☐	☐

Note: if this cannot be achieved go to next question

Has the risk from a dangerous substance or the use of it been replaced with a substance or process that either eliminates or reduces the risk?	☐	☐

Note: if this cannot be achieved go to next question

Following a risk assessment have the measures identified and those specified in Part 4 of Schedule 1 been applied to control and mitigate the detrimental effects of a fire?	☐	☐
Has the safe handling, storage and transport of dangerous substances and waste containing dangerous substances been arranged?	☐	☐
Are any conditions for ensuring the elimination or reduction of risk being maintained?	☐	☐

ARTICLE 13 - FIREFIGHTING AND FIRE DETECTION

	YES	NO
Have the 'appropriate' firefighting equipment and fire detectors and alarms been provided?	☐	☐

Note: Appropriate is having regard to:

- the dimensions and use of the premises
- the equipment contained on the premises
- the physical and chemical properties of the substances likely to be present
- the maximum number of persons who may be present at any one time

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 13 - FIREFIGHTING AND FIRE DETECTION - CONTINUED

	YES	NO
Is any non-automatic firefighting equipment provided easily accessible, simple to use and indicated by signs?	☐	☐
Have the necessary measures for firefighting in the premises been taken?	☐	☐
Have sufficient competent persons been nominated to implement these firefighting measures and have they been trained and provided with sufficient equipment? **Note:** A person is to be regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them implement the measures.	☐	☐
Have the necessary contacts with external emergency services been arranged with particular reference to firefighting, rescue work, first-aid and emergency medical care?	☐	☐

ARTICLE 14 - EMERGENCY ROUTES AND EXITS

	YES	NO
Do all routes to emergency exits and the exits themselves being kept clear at all times?	☐	☐
Do all emergency routes and exits lead to a place of safety?	☐	☐
In the event of danger, can everyone evacuate the premises as quickly and as safely as possible?	☐	☐
Are the number, distribution and dimensions of emergency routes and exits adequate?	☐	☐
Do all emergency doors open in the direction of escape?	☐	☐
Are any sliding or revolving doors being used specifically as emergency exits?	☐	☐
Are all emergency doors not locked or fastened so they cannot be easily and immediately opened?	☐	☐
Are all emergency routes and exits indicated by signs?	☐	☐

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 14 - EMERGENCY ROUTES AND EXITS - CONTINUED

	YES	NO
Are all emergency routes and exits that require emergency lighting fitted with it?	☐	☐

ARTICLE 15 - ADDITIONAL EMERGENCY MEASURES IN RESPECT OF DANGEROUS SUBSTANCES

	YES	NO
Have the appropriate procedures, including safety drills, been established in the event of serious and imminent danger?	☐	☐

Note: the procedures referred to must:

- any persons who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps taken or to be taken to protect them from it
- enable the persons concerned to stop work and immediately proceed to a place of safety in the event of them being exposed to serious, imminent and unavoidable danger
- save in exceptional cases, require the persons concerned to be prevented from resuming work in any situation where there is still a serious and imminent danger

Have a sufficient number of competent persons been nominated to implement those procedures in relation to the evacuation?	☐	☐

Note:
A person is to be regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them implement the evacuation procedures.

Has anyone been allowed access to any restricted area without adequate safety instruction?	☐	☐

ARTICLE 16 - ADDITIONAL EMERGENCY MEASURES IN RESPECT OF DANGEROUS SUBSTANCES

	YES	NO
Has information on emergency arrangements concerning relevant work hazards and hazard identification been provided?	☐	☐
Has information on emergency arrangements concerning specific hazards likely to arise at the time of an accident, incident or emergency been provided?	☐	☐

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 16 - ADDITIONAL EMERGENCY MEASURES IN RESPECT OF DANGEROUS SUBSTANCES - CONTINUED

	YES	NO
Are escape facilities, where indicated in the risk assessment, provided and maintained to ensure that everyone can leave in the event of danger?	☐	☐
Have the effects of a fire arising from an accident, incident or emergency been mitigated?	☐	☐
Has everyone carrying out work in the affected area been provided with the appropriate personal protective equipment and clothing?	☐	☐

ARTICLE 17 - MAINTENANCE

	YES	NO
Are the premises, any facilities, equipment and devices provided in for the premises for general fire precautions subject to a suitable system of maintenance and being maintained? **Note:** Where the premises form part of a building, the responsible person may make arrangements with the occupier/ owner of any other premises forming part of the building to comply with this Order even if the other premises are not premises to which this Order applies. The occupier/ owner of the other premises must co-operate with the responsible person.	☐	☐

ARTICLE 18 - SAFETY ASSISTANCE

	YES	NO
Have an adequate number of competent persons been appointed to assist in undertaking the preventative and protective measures?	☐	☐
Have arrangements for ensuring adequate co-operation between the competent persons been made?	☐	☐
Do the number of persons appointed have sufficient time and means available for them to fulfil their functions?	☐	☐
Has any appointed competent person, not employed by you, been informed about any factors that can affect the safety of anyone arising from their undertaking?	☐	☐

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 18 - SAFETY ASSISTANCE - CONTINUED

- Has any appointed competent person, not employed by you, been prevented from accessing any information about any dangerous substance on their premises? ☐ ☐
- Have all competent persons been informed about who is employed under a fixed-term contract of employment? ☐ ☐
- Have all competent persons been informed about who is employed in an employment business? ☐ ☐

  Note:
  A person is to be regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them to assist in undertaking the preventive and protective measures.

  A self-employed employer who is not in partnership with any other person, who has sufficient training and experience or knowledge and other qualities to assist in undertaking the preventive and protective measures, does not have to appoint any competent persons.

  Individuals who are employers and who are together carrying on business in partnership, where at least one of the individuals concerned has sufficient training and experience or knowledge and other qualities:
  - to undertake the preventive and protective measures; and
  - to assist his fellow partners in undertaking those measures does not have to appoint any competent persons.

  Where there is a competent person in the responsible person's employment, that person must be appointed in preference to a competent person not in their employment.

ARTICLE 19 - PROVISION OF INFORMATION TO EMPLOYEES

	YES	NO
Have you informed your employees about the risks to them identified by the risk assessment?	☐	☐
Have you informed your employees about the preventive and protective measures taken?	☐	☐

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 19 - PROVISION OF INFORMATION TO EMPLOYEES - CONTINUED

- Have you informed your employees about the procedures and measures for dealing with serious and imminent danger? ☐ ☐
- Have you informed your employees about the identities of those competent persons responsible for fire fighting and implementing serious and imminent danger procedures? ☐ ☐
- Have you informed your employees about the risks notified to them from another responsible person? ☐ ☐
- Has the parent of any child employed by you been informed about the risks to that child identified by your risk assessment? ☐ ☐
  Note:
  "parent of the child" includes a person who has parental responsibility, within the meaning of section 3 of the Children Act 1989(a), for the child.
- Has the parent of any child employed by you been informed about the preventive and protective measures taken? ☐ ☐
- Has the parent of any child employed by you been informed about the risks notified to them from another responsible person? ☐ ☐
- Have your employees been given details about the name of the dangerous substance and the risk which it presents? ☐ ☐
- Have your employees been given details about any relevant safety data sheet about the dangerous substance? ☐ ☐
- Have your employees been given details about any legislative provisions concerning the hazardous properties of the dangerous substance? ☐ ☐
- Have you informed your employees about the significant findings of the risk assessment about any dangerous substance? ☐ ☐
  Note: The information required by the above four paragraphs must be:
- adapted to take account of significant changes in the activity carried out or methods or work used by the responsible person; and
- provided in a manner appropriate to the risk identified by the risk assessment

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 20 - PROVISION OF INFORMATION TO EMPLOYERS AND THE SELF-EMPLOYED FROM OUTSIDE UNDERTAKINGS

	YES	NO
Has the employer of any employees from another firm who are working in or on your premises been informed about any risks to their employees?	☐	☐
Has the employer of any employees from another firm who are working in or on your premises been informed about any preventive and protective measures taken?	☐	☐
Has any person working in your premises who is not your employee been informed about any risks to them?	☐	☐
Does the employer of any employees from another firm who are working in or on your premises know who the competent person is to implement evacuation procedures?	☐	☐
Does any person who is working in or on your premises know who the competent person is to implement evacuation procedures?	☐	☐

ARTICLE 21 - TRAINING

	YES	NO
Are your employees provided with safety training at the time they are first employed?	☐	☐
Are your employees provided with safety training on being exposed to new or increased risks because they have been transferred or given a change of responsibilities?	☐	☐
Are your employees provided with safety training on their being exposed to new or increased risks because of the introduction of new equipment?	☐	☐
Are your employees provided with safety training on their being exposed to new or increased risks because of the introduction of new technology?	☐	☐
Are your employees provided with safety training on their being exposed to new or increased risks because of the introduction of a new system of work or a change to their system of work?	☐	☐

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 21 - TRAINING - CONTINUED

	YES	NO
Are your employees provided with safety training on their being exposed to new or increased risks because of the introduction of a new system of work or a change to their system of work?	☐	☐
Does the instruction and training include appropriate precautions and actions to be taken by employees in order to protect themselves?	☐	☐
Is repeat training carried out?	☐	☐
Does the training take account of any new or changed risks?	☐	☐
Does the training take account of the risks identified by the risk assessment?	☐	☐
Is the training conducted during working hours?	☐	☐

ARTICLE 22 - CO-OPERATION AND CO-ORDINATION

	YES	NO
Have the responsible persons co-operated with each other to enable them to comply with the Order?	☐	☐
Have the responsible persons taken all reasonable steps to co-ordinate the measures to comply with the Order?	☐	☐
Have the responsible persons taken all reasonable steps to inform each other of the identified risks on their premises?	☐	☐
Has the person who has overall responsibility for the premises co-ordinated the implementation of all the measures required by the Order to protect persons from any risk from the explosive atmosphere?	☐	☐

ARTICLE 23 - GENERAL DUTIES OF EMPLOYEES AT WORK

	YES	NO
Have all employees taken reasonable care for the safety of themselves and any other persons who may be affected by their actions at work?	☐	☐

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 COMPLIANCE CHECK

ARTICLE 23 - GENERAL DUTIES OF EMPLOYEES AT WORK - CONTINUED

	YES	NO
Has the employee co-operated with their employer in meeting any requirement of this Order?	☐	☐
Has the employee informed their employer or any other employee, with specific responsibility for safety, of any work situation that poses a serious and immediate danger to safety?	☐	☐
Has the employee informed their employer or any other employee, with specific responsibility for safety, of any matter which would represent a shortcoming in the employer's safety arrangements?	☐	☐

ARTICLE 38 - MAINTENANCE OF MEASURES PROVIDED FOR PROTECTION OF FIREFIGHTERS

	YES	NO
Are that the premises and any facilities, equipment and devices provided in respect of the premises for the use by or protection of fire-fighters subject to a suitable system of maintenance and are being maintained? **Note:** Where the premises form part of a building, the responsible person may make arrangements with the occupier / owner of any premises forming part of the building for the purpose of ensuring that the requirements are met even if the other premises are not premises to which this Order applies.	☐	☐
Has the occupier co-operated with the responsible person?	☐	☐