



PREPARING FOR YOUR COURSE WITH BV ASSOCIATES LIMITED

**NEBOSH National Certificate in Fire Safety and
Risk Management**

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Nil.

About the NEBOSH National Certificate in Fire Safety and Risk Management

Overview

The NEBOSH National Certificate in Fire Safety and Risk Management is designed for people who have fire safety responsibilities at work. It provides the knowledge and understanding, when combined with relevant experience, to carry out an effective fire risk assessment, as well as embed good practice in the workplace.

Holders of this accredited qualification help their organisation to ensure it meets its fire safety responsibilities. It leads to a safer environment for employees and visitors to premises and an improved fire safety culture for employers and building managers.

Fire safety is important. It protects people from injury and loss of life. It protects your property, your assets and your investment. People with the NEBOSH National Certificate in Fire Safety and Risk Management know how to help their employers avoid the damaging and sometimes catastrophic losses that result from fire.

Our qualifications are developed based on extensive research with health and safety professionals, employers, professional bodies and regulators to ensure that they remain relevant, rigorous as well as achievable and practical.

This qualification provides the underpinning knowledge required by people with fire safety responsibilities at work. It is particularly relevant for those who contribute to or review fire risk assessments within low to medium risk workplaces.

For many who already have responsibility for other compliance issues, such as health and safety or environmental management, gaining specialist knowledge of fire safety can further expand their capabilities and help bring success and advancement to their career. The same applies to others in general management positions in the workplace.

NEBOSH qualifications can play an important part in ensuring that the health and safety provision businesses have in place is effective. This may explain why so many organisations choose to include NEBOSH qualifications on their competency matrices.

NEBOSH research has shown that 85% of health and safety job advertisements in the UK insisted on candidates holding some form of NEBOSH qualification.

Course summary

The course is split into 2 units which are assessed individually: one taught unit and a work based assignment.

- FC1: Fire Safety and Risk Management
- FC2: Practical Fire Risk Assessment

The NEBOSH National Certificate in Fire Safety and Risk Management covers the following key topics:

- Management of health and safety
- Managing fire safety
- Principles of fire and explosion
- Causes and prevention of fires and explosions

- Fire protection in buildings
- Safety of people in the event of fire
- Fire safety risk assessment

Students will be able to complete a fire safety risk assessment of a workplace. In particular, to:

- Identify fire hazards in the workplace
- Identify people who could be at risk should a fire start
- Assess the adequacy of existing fire safety measures to control risk
- Assess the risk of fire occurring
- Assess the speed at which fire and smoke could spread once started
- Assess the risk to people from fire
- Where necessary, recommend additional fire safety measures to further reduce risk

No previous health and safety or fire safety knowledge is required.

NFC2: Fire Safety Practical Application

The aim of the fire safety practical application is to assess a candidate's ability to complete a fire safety risk assessment of a workplace. In particular, to:

- identify fire hazards in the workplace.
- identify persons who could be at risk should a fire start.
- assess the adequacy of existing fire safety measures to control risk.
- assess the risk of fire occurring.
- assess and demonstrate understanding of the speed at which fire and smoke could spread once started.
- assess the risk to persons from fire.
- where necessary, recommend additional fire safety measures to further reduce risk.
- recommend a risk assessment review date.

Course Assessments

All units are compulsory and assessments must be passed to gain the full qualification.

- Unit FC1 is assessed by a 2-hour exam consisting of 10 short essay answers and 1 long essay answer.
- FC2 is a practical assessment which must be completed within 14 days of sitting the written exam.

You will be sent an email containing the latest NEBOSH Templates once your course has started. The requirement will be explained to you during your course. If you wish to read in to the requirement prior to your course the NEBOSH Practical Guidance Notes can be found as a separate document in our Student Zone.

Our guide to completing your NEBOSH Practical

The DO's	The DON'Ts
Do: Read the NEBOSH Guide in your Student Zone or sent to you by email before picking up your pen.	Don't: Forget that the overall aim of the report is to persuade management.
Do: Pay attention to the marking scheme and plan accordingly	Don't: Scrimp on the high mark percentage areas - namely the observation sheets which account for 30 - 100 marks available.
Do: Demonstrate your knowledge and understanding of the various regulations that may have been breached.	Don't: Breeze over the conclusions and recommendations section of the report as it is also worth 30 marks.
Do: Utilise all of your H&S knowledge - including relevant safety regulation.	Don't: Forget to sign the declaration that your submission is all of your own work - your signature can be electronic.
Do: Check back through the marking scheme to satisfy yourself that you've done all that you have been asked for.	Don't: Repeat a hazard as you will only be awarded one point for it - go for a broad spread of hazards instead.
Do: Be sure to get your completed practical in on time.	Don't: Neglect to consider the measures needed to retain control.
Do: Identify more than 20 uncontrolled hazards (But always less than 30)	Don't: Scrimp on the introduction. Paint a picture in words of the inspection site including a description, location, size and the number of people working there.
Do: Include a couple of hazards where the control measures are sufficient	Don't: Reply on general recommendations such as stating "safety training required" - be specific.
Do: List the immediate controls for each hazard itself.	Don't: Forget to add medium and long term hazard controls.
Do: Distinguish between symptoms and the root causes of hazards	Don't: Use acronyms or abbreviations.
Do: Follow the recommended report format. There are no points for originality!	Don't: Write less than 500 words and try to keep under 1000 - review your work and remove any waffle or repetition.
Do: Write your executive summary last and be sure to include all key points and findings.	Don't: Feel that you have to know the actual cost of putting your recommendations right - it is sufficient to let the reader know that you are aware that there will be cost implications.
Do: Back up your recommendations with facts and base them on your conclusions - the report is about getting management buy-in, so convince them of your argument!	Don't: Mention anything in your conclusion that you have not mentioned previously. A conclusion is for summing up, not introducing new information.

The Use of Command Words

The phrase 'command word' is used to refer to the words specifically associated with the learning outcomes and assessment objectives of a qualification. Since learning outcomes are concerned with what students can do at the end of a learning activity, command words are action (active) verbs. The command words used follow Bloom's taxonomy of educational objectives and as such are instructional terms that indicate the level of thinking and type of performance that is required of students.

This section concentrates on command words used for NEBOSH Certificate qualifications.

Learning outcomes

NEBOSH produces a guide, which includes the syllabus, for each qualification. The syllabus is broken down into individual units and each unit into elements. Each element has clear learning outcomes. Command words are used in the learning outcomes to indicate what is required of students in relation to each item of content.

Example learning outcome:

Unit NGC1: Management of health and safety Learning outcome 1.2

Explain the moral and financial reasons for promoting good standards of health and safety in the workplace.

Questions

Only questions that assess the learning outcomes established in the syllabus can be set. Questions are written to discover not only how much of a subject a student knows but also the associated skills that they are expected to demonstrate. Marks are then based on how effectively these skills are demonstrated. Command words are the guides in the question as to what assessment skill is being targeted by that question. Certificate questions will predominantly assess knowledge, comprehension and application.

Knowledge requires an ability to recall or remember facts without necessarily understanding them. Command words used in knowledge based questions include identify.

Comprehension requires an ability to understand and interpret learned information.

Command words used in comprehension based questions include explain.

Application is the skill of being able to take knowledge and apply it in different contexts and circumstances in order to understand why and where problems and issues arise. The important thing to remember is that whatever the context, e.g. a transport company, a communications centre or an oil refinery, the principles being assessed are the same, but will have different implications given the different industry or issue being considered.

Command words used to assess application include outline and explain.

Command words are used very carefully and each question has a certain order of words to try to enable candidates to understand what Examiners are looking for. In every question the skills required by the specific command words are also reflected in the marks allocated for

the question. In general, there are going to be more marks available for application and comprehension skill questions than for knowledge based questions.

Understanding the command words in a question is the key to success in answering it. The command word indicates the nature of answer and the skills being assessed.

NEBOSH Certificate qualification command words

The following definitions are included for a common understanding of the command words used in the compilation of Certificate question papers.

Command word	Definition
Identify	To give reference to an item, which could be its name or title. NB: normally a word or phrase will be sufficient, provided the reference is clear.
Give	To provide short, factual answers. NB: normally a single word, phrase or sentence will be sufficient.
Outline	To indicate the principal features or different parts of. NB: an exhaustive description is not required. What is sought is a brief summary of the major aspects of whatever is stated in the question.
Describe	To give a detailed written account of the distinctive features of a subject. The account should be factual, without any attempt to explain. When describing a subject (or object) a test of sufficient detail would be that another person would be able to visualise what you are describing.
Explain	To provide an understanding. To make an idea or relationship clear. NB: this command word is testing the candidate's ability to know or understand why or how something happens. Is often associated with the words 'how' or 'why'.

Accredited course providers are strongly advised to make command word lists available to both tutors and students to ensure a common understanding. Consistent and regular use of command words during teaching and revision will help students develop confidence in taking

Responding to command words in questions

It is important to read the whole question and to understand what the question requires as the command word on its own will need to be reinforced by the remainder of the question. Many candidates miss out on gaining marks because they do not read the question carefully enough and do not think about their answer thoroughly before writing it down. Candidates need to think about each question.

- What is the command word?
- What do I need to say to gain marks?
- What is or is not relevant to the question?

In many cases a brief answer plan is an essential aid to ensuring that answers are well thought out and structured.

NEBOSH applies a 'positive marking' approach where marks are awarded for correct material in candidates' answers, rather than being deducted for incorrect or missing material.

In order to give further direction as to the detail of information required by the command word in a question, examples are given below both for general knowledge and for the NGC1 syllabus.

IDENTIFY

Applying **identify** to a non-syllabus related common subject:

Q1. **Identify FOUR** kitchen appliances.

Q2. **Identify FOUR** types of bicycle.

Sufficient answers would include:

A1. Toaster, Electric kettle, microwave cooker dishwasher A2. Mountain bike
Racing bike, Penny-farthing, Tandem

Note that giving only one or two word answers provides a clear reference and therefore is sufficient to satisfy an **identify** question.

Applying **identify** to syllabus subjects:

Q3. **Identify FOUR** hazards associated with excavations.

Q4. **Identify FOUR** mechanical hazards associated with machinery.

Q5. **Identify FOUR** types of safety sign.

Sufficient answers would include:

A3. Collapse of the sides, water ingress, falling materials, underground services
A4. Entanglement, drawing in and trapping, friction or abrasion, stabbing or puncture
A5. Prohibition signs Warning signs such as mandatory signs, emergency or safe condition signs

Again, answers are limited to a brief phrase or in some cases just two words but do give clear reference.

OUTLINE

To gain the marks for the **outline** example questions below, the same breadth of answer is required as for an **identify** answer, but now, additional information will be required to satisfy the depth of an **outline**.

Applying **outline** to the same non-syllabus subjects: Q6. **Outline FOUR** kitchen appliances.

Q7. **Outline FOUR** types of bicycle.

Sufficient answers would include:

A6. **Toaster:** Accommodates slices of bread, ejects as toast when ready.

Electric kettle: 1 to 2 litre capacity, boils water. Can be cordless.

Microwave cooker: Heats food rapidly using short wavelength radio waves.

Dishwasher: Dirty tableware placed in baskets. Mixture of high pressure water and detergent automatically cleans.

A7. **Mountain bike:** Robust bicycle with deep tread tyres, suspension and several gear choices.

Racing bike: Lightweight frame with drop handlebars and maybe fixed gearing.

Pennyfarthing: Vintage device with very large front wheel and small rear wheel.

Tandem: Bicycle designed for two people with two seats and two sets of pedals.

Applying **outline** to the same syllabus subjects:

Q8. **Outline FOUR** hazards associated with excavations.

Q9. **Outline FOUR** mechanical hazards associated with machinery.

Q10. **Outline FOUR** types of safety sign.

Sufficient answers would include: A8.

Collapse of the sides: Unsupported trench or incorrect angle of the sides.

Water ingress: Through heavy rain or burst water main.

Falling materials: Spoil dug from excavation or materials and tools stored at ground level could fall in.

Underground services: Contact or rupturing of electricity, gas or water utilities. A9.

Entanglement

On rotating parts. **Drawing in and trapping**

Between counter rotation rollers, or pulley belts and wheels. **Friction or abrasion**

Contact with fast moving surfaces. **Stabbing or puncture**

From ejected objects or flying objects. A10.

Prohibition signs: Circular with red border, red diagonal bar and black symbol.

Warning signs: Triangular, yellow background, black border and symbol.

Mandatory signs: Circular, blue background, white border and white symbol.

Emergency or safe condition signs: Rectangular, green background, white border and white symbol.

Again, the **identify** answer (shown in bold) gives the breadth required and the additional information given in the bullet point satisfies the required depth for an **outline**.

DESCRIBE

Applying **describe** to the non-syllabus subjects:

Q11. **Describe** a microwave cooker.

Q12. **Describe** a penny-farthing bicycle.

Sufficient answers would be:

A11. An oblong box shaped object, approximately 30cm tall, 30cm deep and 60cm long. There is a single hinged door at the front, typically see through. The door opens outwards and inside there is a space to place a plate or dish and a microwave transmitter is located above. Outside, on the front there will be normally two controls to set the power and cooking time.

A12. A manually propelled vintage bicycle consisting of a very large wheel at the front and a much smaller wheel at the back. The wheels are connected by a frame that supports a seat above the front wheel and handlebars to steer. Pedals are connected directly to the centre of the front wheel.

Applying **describe** to a syllabus subject:

Q13. **Describe** the mechanical hazards associated with a bench grinder.

A sufficient answer would be:

A13. An entanglement hazard would be associated with the rotating spindle that the abrasive wheel is mounted on. Drawing in and trapping is associated with the gap between the tool rest and the rotating abrasive wheel. Friction or abrasion hazards would be associated with the surface of the rotating abrasive wheel and stabbing or puncture hazards could be created by flying fragments or pieces of ejected broken wheel.

In all of the **describe** answers above, no attempt is made to explain how a microwave cooker heats food, why the front wheel of a penny-farthing is so much larger than the rear wheel or how a person could be injured using an abrasive wheel.

EXPLAIN

Applying **explain** to a non-syllabus subject:

Q14. **Explain** how a microwave cooker heats up food.

Q15. **Explain** why there is a very large front wheel on a penny-farthing.

Sufficient answers would include:

A14. The frequency of microwaves used in a microwave cooker is sufficient to cause water molecules in food to vibrate. Vibrating molecules hit other water molecules and put them into the same vibration and therefore this vibration of molecules is converted into heat.

A15. By having a large front wheel, the peripheral (rim speed) of the wheel is much faster than the rotation of the pedals at the centre. This results in faster forward speed per pedal rotation. Also a larger wheel is more suitable for riding on cobbled streets or rough ground.

Applying **explain** to a syllabus subject:

Q16. **Explain** how sensitive protective equipment (trip device) can reduce the risk of contact with moving parts of machinery.

A sufficient answer would be:

A16. Sensitive protective equipment is designed to identify the presence of a person or body part within the danger zone of machinery. Examples of such devices include pressure mats and light beams that are connected to the machine controls and would stop the machine rapidly should a person or body part be detected.

GIVE

Applying **give** to a non-syllabus subject:

Q17. Identify FOUR European cities **AND give** an example of a tourist attraction in **EACH**.

Sufficient answers would include:

A17. London – eg Buckingham Palace Paris – eg Eiffel Tower Pisa – eg Leaning Tower Rome – eg Colosseum

Applying **give** to a syllabus subject:

Q18. Identify FOUR types of safety sign **AND give** an example in **EACH** case.

Sufficient answers would include:

A18. Prohibition signs – eg No smoking Warning signs – eg Caution hot surface
Mandatory signs – eg Wear ear protection

NEBOSH Fire Safety Certificate – Pre-Course Reading:

Reasons for Managing Fire Risks:

Moral

Moral considerations should be the prime reason for managing risk. Persons should not be exposed to intolerable risk while residing in premises or in the employ of others. A moral code does exist in this country, therefore, we expect employers or other responsible persons to treat the health and safety of occupiers of the premises as being of greater importance than financial profit.

Moral considerations are based on the concept of the Responsible Person owing a duty of reasonable care to relevant Persons. A person does not expect to risk life or serious injury as a condition of resorting to a premises or whilst in employment

Economic/Financial

Where a business is unfortunate enough to suffer a fire, there is a very strong possibility that it may never recover.

Even a small fire can cause severe disruption. Apart from the physical and costly effects of smoke and heat, fire may also cause costly and lengthy interference to services such as electrical, telecommunications, heating, computer networks etc. leading to a temporary shut down of the facility.

Where a business is part of a supply chain, the loss of that particular business can have a knock on effect on other businesses reliant on the supply of product leading to a wide spread financial loss. Even if a business is brought back into operation, it is quite conceivable that customers have moved their buying power to other suppliers. Unless the down time caused by a fire is minimal, skilled staff are quite likely to move to new positions elsewhere therefore leading to a skills\shortage on re-start.

The loss of a major employer can have a detrimental financial impact on the local community. The impact on an individual will be devastating, however the knock on effect caused by the loss of the individuals spending power will also affect other local businesses and services that in turn may have to downsize or could close altogether. This can lead to an economic downward spiral plunging an area in to social deprivation.

In certain circumstances, the stigma associated with fire-ravaged premises can mean that it never fully recovers even after being rebuilt. Imagine how prospective clients would view a fire in a care home for example.

Where a premises suffers from a fire, it is almost guaranteed that insurance companies will increase insurance premiums and any excess on the policy. Additional safeguards will also be expected to avoid repetition.

Environmental

A fire, no matter how small, will have an adverse environmental impact. The smoke plume will contain toxic products of combustion that will have a detrimental affect on any living organism affected. This effect may be transient or can be long lasting e.g. soil contamination. A fire also produces tonnes of ozone deleting agents that will contribute to effects such as global warming.

Fire-fighting action, mainly in the form of fire water run off, can enter water courses and if unchecked can lead to river pollution or enter water extraction supplies destined for human or animal consumption.

Legal

Failure to manage a premises fire risk can lead to prosecution for failure to comply with fire regulations, primarily the Regulatory Reform (Fire Safety) Order 2005. The Fire and Rescue Services are the principle enforcers of the fire regulations and have a legal duty to effectively enforce the Order. Failure to comply may result in a fine and/or imprisonment for the responsible person.

Where, following a fire and the subsequent investigation, it can be proved that the fire was as a result of inadequate fire prevention measures or persons were put at risk due to poor or insufficient fire precautions or management procedures, legal action may be brought against the responsible person(s). The HSE or Local Authority Environmental Health Officers may commence legal proceedings that again may lead to a fine or imprisonment or both for the responsible person.

An individual may also instigate civil proceeding that may well result in large payout for damages to the claimant.

The Legal Framework Criminal Law

The law contains a number of different strands - and certain subtle differences exist between English and Welsh Law and those that apply to Scotland and Northern Ireland.

English law has been developed over centuries and consists of 'Common Law,' 'Statutory Law' and most recently 'European Union' Law.

What is a criminal offence?

A criminal offence is in its broadest terms behaviour that breaks the rules governing society.

Common Law

Common Law (also known as 'case law,') is made by judges in the course of hearing individual cases. This is known as the system of 'precedent.' Precedent effectively means that a decision that has been reached during one particular case will then apply to all similar cases. In theory, it gives the law some degree of flexibility and allows it to respond to changes in public standards or society in general.

Statutory Law

Statutory Law consists of laws that have been made by an Act of Parliament. Governments may introduce a 'Bill' to update existing laws or develop new ones to respond to changes in society. A Bill is debated in Parliament and once passed is drafted into law in the form of an Act of Parliament.

Getting a 'Bill' into actual law is a time-consuming business. A means of streamlining this is by the use of Statutory Instruments and Regulatory Reform Orders.

Statutory Instruments

Statutory Instruments (SIs) are a form of legislation which allows the provisions of an Act of Parliament to be subsequently brought into force or altered without Parliament having to pass a new Act. They are also referred to as secondary, delegated or subordinate legislation.

Acts of Parliament often confer powers on Ministers to make more detailed orders, rules or regulations by means of statutory instruments.

The scope of these powers varies greatly, from the technical (e.g. to vary the dates on which different provisions of an Act will come into force, to change the levels of fines or penalties for offences or to make consequential and transitional provisions) to much wider powers such as filling out the broad provisions in Acts. Often, Acts only contain a broad framework and SIs are used to provide the necessary detail that would be considered too complex to include in the body of an Act.

Secondary legislation can also be used to amend, update or enforce existing primary legislation.

Statutory Instruments are just as much a part of the law of the land as an Act of Parliament. The Courts, however, can question whether a Minister, when issuing an SI, is using a power he has actually been given in the parent Act, whereas they cannot question the validity of the Act itself.

Regulatory Reform Orders

The *Regulatory Reform Act 2001* enables the Government to make an Order, known as a Regulatory Reform Order, to amend or repeal a provision in primary legislation which is

considered to impose a burden on business or others, as long as it can be reduced or removed without removing necessary protection.

When the Government are satisfied with the proposal, it is laid before Parliament, with a detailed explanatory statement describing the proposal and the form and results of the consultation. During a period of 60 days (excluding dissolution, prorogation or periods when either House is adjourned for more than four days), 2 select committees in both Houses scrutinise the proposal (the Regulatory Reform Committee in the Commons and the Delegated Powers and Regulatory Reform Committee in the Lords).

Civil Law

Civil Law is the section of the law that deals with disputes between individuals or organisations. For example, a car crash victim claims damages against the driver for loss or injury sustained in an accident, or one company sues another over a trade dispute.

Unlike criminal offences, the Crown Prosecution Service (CPS) doesn't prosecute a civil offence. Rather than any sentence, custodial or otherwise, the end result is usually financial compensation.

Civil Law has developed in a similar way to the way criminal law has, through a mixture of Statutory Law made by governments, and 'precedent' which is created by earlier cases.

The Legal Framework Relating to Fire Safety

The primary legislative vehicle for fire safety within the built environment is the Regulatory Reform (Fire Safety) Order 2005 (RRFSO). The Order commenced on 1st October 2006.

On its introduction it revoked the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997 (as amended), and amended many other Acts to form, in essence, one legislative regime for fire safety. Fire Certificates issued under the Fire Precautions Act 1971 cease to have effect; however the fire precautions they imposed cannot be discarded without due consideration and good reason.

Fire risk assessments created under the Fire Precautions (Workplace) Regulations 1997 (as amended) were aimed at protecting employees, therefore all workplaces should, in principle, already have a fire risk assessment in place that just needs revising to ensure all persons who may be legally on or in the vicinity of the premises are considered.

The RRFSO provides for the Secretary of State to make regulations in relation to risk to relevant persons as regards premises. Regulations made under the RRFSO provide specific legal requirements to define and regulate fire precautions covered by the general requirements of the RRFSO and carry the full force of the law.

There is no Approved Code of Practice (ACOP) issued relating to fire safety, however there are national documents that provide guidance on how to achieve an acceptable solution e.g. Approved Document B to the Building Regulations, the BS5588 series, Building Bulletins PAS 79 etc.

The government have also issued guidance documents specifically for RRFSO (currently 11 with a document covering disabled requirements currently in production). These cover all the common types of premises e.g., offices and shops, factories and warehouses, sleeping accommodation etc.

There is no obligation to adopt any particular solution that is denoted in the guides; however they provide useful information that indicates what may be suitable for a particular type of premises. Fire safety arrangements do not have to be the same as those shown in the relevant guide but the responsible person must demonstrate compliance or that they meet an equivalent standard. The RRFSO itself is made up of 5 Parts, 52 Articles and 5 Schedules.

General Fire Safety Duties Enforcement Offences and Appeals Miscellaneous

PART 1 OF THE ORDER – GENERAL (Summary)

INTERPRETATION (Summary)

‘Domestic Premises’

Means premises occupied as a private dwelling (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling)

‘Premises’

Includes any place and in particular, includes:

- Any workplace.
- Any vehicle, vessel, aircraft or hover-craft.
- Any installation on land (including the foreshore) and any other installation whether floating, or resting on the seabed, or resting on other land covered with water.
- Any tent or movable structure.

‘Relevant Persons’

Means:

- Any person (including the responsible person) who is or may be lawfully on the premises: and
- Any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

(Note; this does not include a fire-fighter who is carrying out his duties in relation to a function of a Fire and Rescue Authority under section 7,8 or 9 of the Fire and Rescue Services Act 2004 (fire-fighting, road traffic collisions or other emergencies))

‘Responsible Person’

Means:

In relation to a workplace, the employer, if the workplace is to any extent under his control;

In relation to any other premises not falling within:

- The person who has control of the premises (as occupier or otherwise).
- The owner.

‘Workplace’

Means:

Any premises or parts of premises, not being domestic premises, used for the purpose of an employers undertaking and which is made available to an employee as a place of work and includes:

- Any place within the premises to which such employee has access while at work: And
- Any room, lobby, corridor, staircase, road or other place
- Used as a means of access to or egress from that place of work; or
- Where facilities are provided for use in connection with that place of work, Other than a public road.

‘General Fire Precautions’

Means:

- Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.

- Measures in relation to the means of escape from the premises.
- Measures for securing that, at all material times, the means of escape can be safely and effectively used.
- Measures in relation to the means for fighting fires on the premises.
- Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises.
- Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including:
 - Measures relating to the instruction and training of employees: and
 - Measures to mitigate the effects of the fire.

DUTIES UNDER THE ORDER (Summary)

Where the premises are a workplace, the responsible person (the employer), must ensure that any duty imposed by articles 8 to 22 is complied with in respect of those premises.

Where the premises are not a workplace, the responsible person (the person who has control of the premises (as occupier or otherwise), or the owner), must ensure that any duty imposed by articles 8 to 22 is complied with in respect of those premises, so far as the requirements relate to matters within his control.

Any duty imposed by articles 8 to 22 on the responsible person in respect of premises shall also be imposed on every person, other than the responsible person referred to in paragraphs

and above, who has, to any extent, control of those premises so far as requirements relate to matters within his control.

Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to:

- The maintenance or repair of any premises, including anything in or on the premises: or
- The safety of any premises.

That person is to be treated as being a person who has control of the premises to the extent that his obligation so extends.

APPLICATION to PREMISES (Summary)

Under Domestic premises (premises consisting of or comprised in a house which is occupied)

article 6, the Order applies to all premises with the following exceptions:

- As a single private dwelling.
- An offshore installation.
- A ship (in respect of normal ship-board activities).
- Fields, woods or other land forming part of an agriculture or forestry undertaking.
- An aircraft, locomotive or rolling stock or transport for which a licence is in force under the Vehicle Excise and registration Act 1994.
- A mine within the meaning of the Mines and Quarries Act 1954, other than a building on the surface at a mine.
- A borehole site to which the Borehole Sites and operations Regulations 1995 apply.

PART 2 OF THE ORDER – FIRE SAFETY DUTIES (Summary)

Part 2 of the RRFSO forms the crux of what responsible persons need to comply with. The duties imposed by Articles 8 to 22 must be complied with in respect of all premises in so far as they relate, by the responsible person in so far as the requirements relate to matters within his control.

Article 8 - Duty to Take General Fire Precautions

Article 8 states that the responsible person must take such general fire precautions to ensure, so far as reasonable practicable, the safety of any of his employees and to all other relevant persons who are not his employees as may reasonable be required in the circumstances of the case to ensure the premises are safe.

Article 9 – Risk Assessment

Under Article 9, the responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the order.

The fire risk assessment must be reviewed regularly to ensure it is up to date and particularly if:

- There is reason to believe that it is no longer valid; or
- There has been a significant change in matters to which the assessment relates.
- The responsible person must record the significant findings of the assessment, including the measures which have been or will be taken and any group of persons identified as

being especially at risk, where:

- More than 5 persons are employed.
 - A licence under an enactment is in force in relation to the premises.
 - An alterations notice requiring this is in force in relation to the premises.

Article 10 - Principles of Prevention to be applied

As a result of Article 10, where the responsible person implements any preventative or protective measures, the principles to be applied are as follows:

- Reduce the quantity of dangerous substances to a minimum.
- Avoid or minimise the release of a dangerous substance.
- Control the release of a dangerous substance at sources.
- Prevent the formation of an explosive atmosphere, including the application of an appropriate ventilation.
- Ensure any release of a dangerous substance which may give rise to risk is suitable collected, safely contained, removed to a safe place, or otherwise rendered safe as appropriate.
- Avoidance of ignition sources and adverse conditions which could result in harmful physical effects from a dangerous substance.
- Segregation of incompatible substances.

Article 11 – Fire Safety Arrangements

To comply with Article 11, the responsible person must make and effect such arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures necessary for the premises concerned.

Article 12 – Elimination or Reduction of Risks from Dangerous Substances

Article 12 deals with the elimination or reduction of the risk to as low a level as possible and to control of the residual risk posed by dangerous substances. The responsible person must:

- Replace a dangerous substance, or the use of a dangerous substance with a substance or process which either eliminates or reduces the risk where practicable.

- Where it is not practicable to eliminate the risk, the responsible person must apply measures to:
 - Control the risk, and
 - Mitigate the detrimental effects of a fire.

As well as the measures mentioned in Article 10, mitigation measures include:

- Reducing to a minimum the number of persons exposed.
- Measures to avoid the propagation of fires or explosions.
- Providing explosion relief arrangements.
- Providing explosion suppression equipment.
- Providing plant constructed to withstand the pressures likely to be produced by an explosion.
- Providing suitable personal protective equipment.

Article 13 – Fire-Fighting and Fire Detection

Article 13 deals with two issues, fire-fighting equipment and the means to raise the alarm in the case of fire. In the case of Article 13, appropriate fire fighting equipment must be provided, this can be hand held portable fire extinguishers or automatic or non-automatic fire suppression systems. Depending on the circumstances, this could include:

- The provision of a 'works fire-fighting team(s)'.
- A sufficient number of persons must be named and trained in the use of fire-fighting equipment.
- Necessary contacts with external emergency services must be made; this includes fire-fighting, rescue work, first aid and emergency medical care.
- A suitable means of raising the alarm in case of fire must be provided. Although no clear definition is given, it is suggested that fire warning and detection should:
 - Give adequate warning.
 - Give early warning.
 - Give informative warning, where necessary.

- Give warning appropriate to the risk.

Article 14 – Emergency Routes and Exits

Article 14 details the requirements necessary to ensure all persons can make their way out of the building and to a place of safety in the event of an emergency.

Apart from keeping emergency routes and exits clear at all times, the extent of such provisions will become clear from the findings of *the fire risk assessment* i.e. where necessary etc.

- Emergency routes and exits must lead as directly as possible to a place of safety.
- In the event of danger, it must be possible for persons to evacuate the premises quickly and as safely as possible.
- The number, distribution and dimensions of emergency routes and exits shall be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons that may be present there at any one time.
- Emergency doors must open in the direction of escape.
- Sliding or revolving doors must not be used for exits specially intended as emergency exits.
- Emergency doors shall not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency.
- Emergency routes and exits must be indicated by signs; and
- Emergency routes and exits requiring illumination shall be provided with emergency lighting of adequate intensity in the case of failure of the normal lighting.

Article 15 – Procedures for Serious and Imminent Danger and for Danger Areas.

This Article deals with the establishment of suitable safety drills for persons to follow in the event of serious and imminent danger.

- A sufficient number of persons must be nominated and trained so as to become 'competent' to implement those procedures established so as to be able to evacuate all relevant persons from the premises.
- No person may enter any area restricted because of safety reasons until they have been given adequate safety instruction.

- Any relevant persons who are exposed to danger must be informed of the hazard and of the steps taken or to be taken to protect them from it.
- Enable the persons concerned to be able to stop work and immediately proceed to a place of safety in the event of their being exposed to danger; and
- Require the persons concerned to be prevented from resuming work in any situation where there is still a serious and imminent danger. Article 16 – Additional Emergency Measures in Respect of Dangerous Substances This Article only applies to dangerous substances where the results of the risk assessment shows that the risk from the substance is more than 'slight' to relevant persons and that the measures taken under Article 12 are insufficient to control the risk.

The responsible person must ensure that:

- Information on emergency arrangements is available including:
 - o Details of relevant work hazards and hazard identification arrangements; and to specific hazards likely to arise at the time of an accident, incident or emergency.
- Suitable warning and other communication systems must be established to enable an appropriate response, remedial actions and rescue operations to be made immediately.
- Provisions must be made, before any explosion conditions are reached, to withdraw relevant persons by visual or audible warnings; and
- Suitable escape provisions must be made to ensure that relevant persons can leave endangered places promptly and safely in the event of danger. Subject to the risk assessment, suitable information must be made available to relevant accident and emergency services to enable them to formulate their own response procedures and precautionary measures and suitable and sufficient information must be made available and displayed at the premises.

Article 17 - Maintenance

Article 17 deals with maintenance of any facilities, equipment or devices provided to safeguard the safety of all relevant persons whether they are provided under this Order or any other enactment in connection with general fire precautions.

Article 18 – Safety Assistance

With certain provisos, Article 18 requires a responsible person to appoint one or more competent persons to assist him in undertaking the preventative and protective measures necessary to safeguard the safety of relevant persons.

Where more than one person is appointed, adequate co-operation must be ensured between them.

Article 19 – Provision of Information to Employees

Article 19 details the information that must be made available to employees. Comprehensible and relevant information must be given on:

- The risks to them identified by the fire risk assessment.
- The preventative and protective measures.
- The procedures and measures established for serious and imminent danger and fore danger areas.
- The identities of those persons nominated to implement the procedures and measures for serious and imminent danger and those who are competent in implementing fire- fighting procedures.
- The risks notified to the responsible person under co-operation and co-ordination with other responsible persons where premises are shared. Article 20 – Provision of Information to Employers and the Self-Employed from Outside Undertakings. Similarly, to Article 19, the responsible person must make available to the employer of any employees from an outside undertaking, and any person working in his undertaking who is not his employee relevant information on:
 - The risks to those employees; and
 - The preventative and protective measures taken.
 - Sufficient information to be able to identify any person nominated to implement evacuation procedures for serious and imminent danger and for danger areas

Article 21 – Training

Under article 21, the responsible person must provide adequate safety training for his employees, during working hours on:

- The safety precautions and required actions to be taken to safeguard himself and other

relevant persons on the premises.

- This training must be repeated periodically and be adapted to take account of any new or changed risks to the safety of relevant persons.
- The training must be given:
 - At the time when they are first employed.
 - On their being exposed to new or increased risk.
 - At regular intervals.

Article 22 – Co-operation and Co-ordination

This Article determines that where two or more responsible persons share or have duties in respect of premises, each responsible person must:

- Co-operate with each other so far as is necessary to enable them to comply with the Order.
- Take all reasonable steps to co-ordinate the measures taken to comply with the requirements of the Order by either party.
- Take all reasonable steps to inform other responsible persons of the risks to relevant persons from his undertaking.

Article 23 General Duties of Employees at Work

Similarly, to the Health and Safety at Work etc Act, Article 23 covers the general duties that employees whilst at work must adhere to. Employees must:

- Take reasonable care for the safety of himself and any other relevant persons who may be affected by his acts or omissions at work.
- Co-operate with the employer to fulfil his duties imposed by this Order.
- Inform his employer or an employee with specific responsibility for the safety of fellow employees of:
 - Any work situation representing a serious or imminent danger to safety.
 - Any shortcoming in the employer's protection arrangements for safety.