



Dear Sir/Madam

ESSENTIAL INFORMATION – COMMON AREAS OF FIRE SAFETY CONCERN

We have produced this letter to provide education providers with essential information regarding common fire safety concerns identified during audits carried out at similar premises.

Unfortunately, these sorts of concerns are very common. This letter includes information on action that can be taken to address these concerns in order to reduce the risk. Please note that this list is not exhaustive.

What can you do to reduce the risks?

- Ensure that a Fire Risk Assessment is undertaken for the premises.
- Ensure that fire safety training is provided to all employees
- Ensure appropriate procedures and safety drills, which are followed in the event of serious and imminent danger to persons, are established and followed
- Ensure an out of hours fire evacuation plan is in place
- Ensure that the integrity of any compartmentation included in the design of your premises is checked and confirmed on a routine basis. Any damage identified should be rectified without delay
- Ensure kitchen extract ventilation systems are tested and maintained
- Ensure that all of your evacuation routes are kept clear at all times
- Ensure that the fire alarm system is functioning correctly and is regularly tested and maintained
- Ensure that emergency lighting is functioning correctly and is regularly tested and maintained
- Ensure that all fire doors are tested and maintained including any hold open or electronic locking devices, any damage identified should be rectified without delay



Cheshire
Fire & Rescue Service

If you own or manage a commercial premises, such as a school, then you must comply with fire legislation set out in the Regulatory Reform (Fire Safety) Order 2005. Part of this legislation requires the responsible person to carry out a fire risk assessment to identify the hazards and consider who may be at risk. You will then be able to decide whether the risks identified are acceptable or whether you need to take steps to reduce or control them.

All of the above areas must be addressed as part of your fire risk assessment including the associated hazards. Action must be taken to ensure that adequate control measures have been implemented to manage those risks and reduce the risk from fire.

If you chose to appoint a third party Fire Risk Assessor to carry out the assessment on your behalf, then you must take steps to ensure that the Fire Risk Assessor is competent. You can view advice on choosing a competent Risk Assessor on the Business Safety section of our website <https://www.cheshirefire.gov.uk/business-safety/choosing-a-competent-fire-risk-assessor>.

If you need further advice please consult the HM Government Guide to Fire Safety Risk Assessment in Educational Premises which provides more comprehensive guidance on how to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. These publications can be obtained from the Business Safety section of our website <https://www.cheshirefire.gov.uk/business-safety>.

Yours sincerely

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