

### What happens if I don't do a fire risk assessment?

The point of a fire risk assessment is to reduce risks and plan how to keep people safe if there is a fire. You could be putting people's lives at risk and you are breaking the law. You may be inspected by the fire service, as part of our responsibility to enforce the law or, a customer, member of staff or resident may report you to us if they feel at risk. If you are inspected by the fire service, we will want to know that you have carried out a fire risk assessment. Keeping a written record of your fire risk assessment is an easy way to show you have taken fire safety seriously.

### Do not let your business put you, your staff or any other person at risk from fire.

If you do not take your legal duties seriously, we will treat those breaches of law seriously. There are a range of measures we can take and this is dependent whether you have undertaken a fire risk assessment or not. If we think you need to improve your fire safety we may give you advice on what measures are appropriate and agree a time period for you to make the improvements, this will be by enforcement notice.

If we find a serious risk that you are not managing, there is a high probability that we will use our legal powers to prohibit the use of part or all of your premises and your business may be closed down immediately!

You as a Responsible Person may be prosecuted for offences under the Regulatory (Fire Safety) Order 2005 for putting persons at risk of imminent danger. You may face a hefty fine and/or imprisonment for breaches of fire safety law.

### News of the day

**A Manchester bakers shop owner was fined a total of £8,921 in fines and costs for fire safety breaches -** the owner of the shop was prosecuted for inadequate means of escape from the shop and continuing to use the upper floor despite the use of the floors being prohibited by the fire service.

**Restaurant pleads guilty to breaches of fire safety regulations -** restaurant owner and a company which she was the director of have been ordered to pay nearly £17,000 in fines and costs after pleading guilty to serious breaches of fire safety legislation following a prosecution brought by the London Fire Brigade.



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For free practical fire safety advice or information visit  
the Business Safety section on our website  
[www.manchesterfire.gov.uk](http://www.manchesterfire.gov.uk)

- Do you own a small business?

- Do you, your family or employees sleep at the premises?

If so, fire safety law applies to you and you must take action!

To do list...

1. Contact accountant
2. Pay suppliers
3. Order stock
4. Do a fire risk assessment



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If you provide sleeping accommodation in your business no matter how large or small your business is, you have a legal duty to comply with the requirements of the Fire Safety Law in England and Wales.

The Regulatory Reform (Fire Safety) Order 2005 is the fire legislation in England and Wales. The order applies to virtually all premises and covers nearly every type of building, it does not however apply to people's single private homes or individual flats in a block of flats.

### Does the Fire Safety Order apply to you?

The Fire safety law will on **all occasions** apply to your business. If you or any other person uses any other part of your business for sleeping accommodation or any other use, that part of the building **is also included in the fire safety law**.

For example, if you provide:

- Accommodation for you and your family in your shop (sleeping or work related)
- Accommodation for your staff in your shop (sleeping or work related)
- Rent out vacant space in your shop to another person for business use
- Rent out vacant space in your shop for somebody to live in as their home (flat)

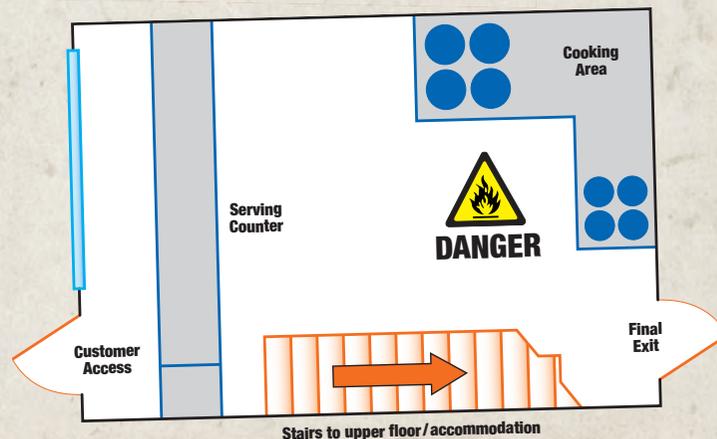
and that accommodation is not completely separated from your business by fire resistant compartment walls and separate staircase then fire safety law will apply to the whole of your premises.

In many cases people are sleeping in rooms above businesses which are accessed by a single unprotected staircase which terminates into the business or kitchen area of the business. Often these escape routes are blocked with combustible materials. People living on upper floors would find it difficult to evacuate quickly and safely in an emergency unless a safe exit route is available.

### As a rule, ask yourself these questions...

- Q1 If a fire should occur in my business, would the occupants upstairs be able to escape through a separate route from the business?
- Q2 If there is a fire in my business would the occupants sleeping there be unaffected by the fire and smoke?

If you answer **NO** to any of the questions above, it is highly probable that you are not complying with fire safety law and you are putting the occupants of the accommodation at **serious risk from fire**. You will probably need more detailed advice on a range safety arrangements that you need to consider.



### What must I do?

Regulatory Reform (Fire Safety) Order 2005 – makes you responsible for taking steps to protect the people using your premises from the risk of fire.

You must:

- Carry out a fire risk assessment.
- If necessary, improve your fire safety measures.
- Keep the risks and your fire safety measures under review.

### Can I do my own fire risk assessment?

If your premises are a simple layout, you may be able to do it yourself, particularly in smaller premises which are also used as a family home.

You can download the sleeping accommodation guide from [www.communities.gov.uk/firesafety](http://www.communities.gov.uk/firesafety)

And follow the 5 key steps of fire risk assessment.

### What is a fire risk assessment?

It is a thorough look at your premises and the people who are likely to use them. It considers the risk of fire breaking out and what measures you need to put in place to prevent it and keep people safe.

### Follow the 5 key steps...

- Step 1** Identify the hazards.
- Step 2** identify the people at risk.
- Step 3** Evaluate, remove or reduce and protect from risk.
- Step 4** Record, plan, inform, instruct and train.
- Step 5** Review your fire risk assessment regularly

