

# Fire safety enforcement response checklist

A checklist for the first week. Take specialist advice early — this is not a defence.

The documents a fire and rescue service can serve are not the same as each other, and carry different consequences and different time limits. Record what you received and what it requires; the deadline and any appeal period are fields on this sheet, not figures printed on it. Written for England and Wales.

|           |               |                    |
|-----------|---------------|--------------------|
| PREMISES  | RECEIVED FROM | DATE RECEIVED      |
| REFERENCE | RECEIVED BY   | RESPONSIBLE PERSON |

## WHAT WAS RECEIVED

Tick one. If you are not sure which it is, that is the first question for your adviser.

|                                                    | THIS ONE                 |
|----------------------------------------------------|--------------------------|
| Informal notification, letter or deficiency notice | <input type="checkbox"/> |
| Alterations notice                                 | <input type="checkbox"/> |
| Enforcement notice                                 | <input type="checkbox"/> |
| Prohibition or restriction notice                  | <input type="checkbox"/> |
| Record of an audit or inspection visit             | <input type="checkbox"/> |
| Something else — describe below                    | <input type="checkbox"/> |

## DATES AND SCOPE

|                                              |                                     |
|----------------------------------------------|-------------------------------------|
| DATE OF THE NOTICE                           | DATE ANYTHING IN IT MUST BE DONE BY |
| APPEAL PERIOD, IF ANY, TAKEN FROM THE NOTICE | LAST DATE TO APPEAL                 |
| PREMISES AND PARTS CONCERNED                 | DOES IT RESTRICT USE OF ANY PART?   |

## FIRST ACTIONS

|                                                               | DONE                     | N/A                      |
|---------------------------------------------------------------|--------------------------|--------------------------|
| Read the notice in full, including the schedule and any annex | <input type="checkbox"/> | <input type="checkbox"/> |
| Diarise the deadline and any appeal date                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Note immediately anything that restricts use of the building  | <input type="checkbox"/> | <input type="checkbox"/> |
| Comply with anything that takes effect at once                | <input type="checkbox"/> | <input type="checkbox"/> |
| Tell the responsible person, if that is not you               | <input type="checkbox"/> | <input type="checkbox"/> |
| Instruct a fire safety solicitor or competent fire engineer   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do not alter or backdate any record                           | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                               | <input type="checkbox"/> | <input type="checkbox"/> |

## RECORDS TO GATHER

|                                                         | GATHERED                 | GAP                      |
|---------------------------------------------------------|--------------------------|--------------------------|
| Current fire risk assessment and its action plan        | <input type="checkbox"/> | <input type="checkbox"/> |
| Previous fire risk assessments                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Open and closed action list, with dates                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire alarm test and servicing records                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency lighting test and servicing records           | <input type="checkbox"/> | <input type="checkbox"/> |
| Firefighting equipment inspection and servicing records | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire door inspection records                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Escape route inspection records                         | <input type="checkbox"/> | <input type="checkbox"/> |
| Drill, training and induction records                   | <input type="checkbox"/> | <input type="checkbox"/> |

|                                           | GATHERED                 | GAP                      |
|-------------------------------------------|--------------------------|--------------------------|
| PEEPs and evacuation arrangements         | <input type="checkbox"/> | <input type="checkbox"/> |
| Contractor certificates                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Correspondence and previous visit records | <input type="checkbox"/> | <input type="checkbox"/> |
| Plans, schedules and any survey reports   | <input type="checkbox"/> | <input type="checkbox"/> |
|                                           | <input type="checkbox"/> | <input type="checkbox"/> |
|                                           | <input type="checkbox"/> | <input type="checkbox"/> |
|                                           | <input type="checkbox"/> | <input type="checkbox"/> |

WHO TO TELL

A notice addressed to one duty-holder is rarely a matter for one duty-holder.

|                                                       | TOLD                     | N/A                      |
|-------------------------------------------------------|--------------------------|--------------------------|
| Building owner or freeholder                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Managing agent                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Other responsible persons with duties in the building | <input type="checkbox"/> | <input type="checkbox"/> |
| Employers of staff working in the building            | <input type="checkbox"/> | <input type="checkbox"/> |
| Residents or leaseholders, where affected             | <input type="checkbox"/> | <input type="checkbox"/> |
| Insurer                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Board, trustees or senior management                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Your legal adviser                                    | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                       | <input type="checkbox"/> | <input type="checkbox"/> |

THE RESPONSE

Agreeing a programme and disputing a finding are different things. Decide which you are doing before you write.

Are you agreeing, agreeing in part, or disputing?

Programme of work proposed, with dates

Interim measures while the work is done

Who is signing the response

Date sent

Acknowledgement received

TRACKER

Requirement — owner — target — completed — evidence

Requirement — owner — target — completed — evidence

Requirement — owner — target — completed — evidence

Requirement — owner — target — completed — evidence

Requirement — owner — target — completed — evidence

Requirement — owner — target — completed — evidence

CLOSE-OUT

ALL REQUIREMENTS COMPLETED ON

NOTICE WITHDRAWN OR DISCHARGED ON

LESSONS INTO THE FIRE RISK ASSESSMENT ON

CONFIRMED TO THE AUTHORITY ON

REFERENCE

BY