

## Suffolk Fire and Rescue Service



### Statement of Intent Regarding the Enforcement of Fire Safety by Suffolk Fire and Rescue Service with (Third Party Agency)

#### 1. **Introduction**

- 1.1 Suffolk Fire and Rescue Service is the enforcing authority for the Regulatory Reform (Fire Safety) Order 2005 to which this Statement of Intent applies. Suffolk Fire and Rescue Service promotes enforcement procedures in line with the Enforcement Concordat published by the Better Regulation Task Force of the Cabinet Office and the Regulators Compliance Code 2006.
- 1.2 It is implicit that *[name of agency]*, as primary enforcing authority for *[agency legislation]*, has principal responsibility for enforcement of that legislation.
- 1.3 Suffolk Fire and Rescue Service will enforce the Regulatory Reform (Fire Safety) Order 2005, within its publicised operating protocol/service level agreement in the manner described by the current enforcement policy statement and Integrated Risk Management Plan (published on our website:  
<http://www.suffolk.gov.uk/PolicingAndPublicSafety/FireAndRescueServices/FireSafety/Legislation/EnforcementPolicyStatement.htm>)  
This is a dynamic policy based upon the assessment of risk of fire posed by different premises, types of premises and occupancies. Fire safety enforcement resources will be directed at those premises that are considered to pose the greatest risk to life safety.
- 1.4 The Regulatory Reform (Fire Safety) Order 2005 empowers Suffolk Fire and Rescue Service to inspect premises to which the legislation applies in order to enforce the requirements of the Order. Any term, condition or restriction imposed by a licensing or registration authority has no effect insofar as it relates to any matter imposed by the legislation.
- 1.5 Suffolk Fire and Rescue Service will undertake the role of consultee to *[name of agency]* to provide technical support for the enforcement of fire safety.

#### 2. **Consultation**

- 2.1 Inter-agency operations should be defined by a Service Level Agreement between Suffolk Fire and Rescue Service and *[Name of Agency]*. It is anticipated that consultations will be accompanied by the following supporting documentation:
  - 2.1.1 Operating Schedule (or equivalent) for the premises or event in question. Dependant upon the nature of the premises, this may include:
    - a. Responsible person(s) and contact details
    - b. Fire/evacuation strategy
    - c. Use(s)
    - d. Relevant operating times
    - e. Type, number and nature of occupant
    - f. Staffing levels and ratios

- g. Firefighter access and facilities
- h. Any other relevant documentation or information (e.g. a Fire Safety Information Pack in accordance with Regulation 16B of The Building Act 1984).

2.1.2 Record of significant findings under fire safety risk assessment

2.1.3 Where premises are of a complex nature, a scale, or appropriate plan drawing of the proposed premises. These should be single-line drawings containing sufficient detail to satisfy understanding of the risk-assessed fire precautions submitted and to enable verification of escape provision.

### 3. **Duties of the Responsible Person**

3.1 Within the definitions of the Regulatory Reform (Fire Safety) Order 2005, responsibility for compliance with legislation is the duty of the Responsible Person, who must conduct a fire safety risk assessment and identify appropriate control measures.

### 4. **The Role of the Fire and Rescue Authority**

4.1 The Fire and Rescue Authority will inspect and audit in accordance with publicised policy. In response to a consultation, a reply will normally take the form of the following categories:

- No Objection.
- Consultation process incomplete – insufficient detail has been provided to enable an adequate response to be formulated. The response may indicate the areas in which information is lacking.
- Objection – the Fire and Rescue Authority intends to make representation against the proposal in the manner prescribed by the relevant legislation.
- Recommendation – it is considered appropriate that supporting advice or information from the Fire and Rescue Authority is provided to the enquirer.
- Enforcement – as a result of the consultation the Fire and Rescue Authority will take enforcement action.

4.2 Additionally, the Fire and Rescue Service may:

- Provide appropriate fire safety advice or information.
- When taking enforcement action, inform the relevant enforcing agency as soon as is reasonably practicable.
- Investigate complaints relating to fire safety matters.
- Conduct post-incident investigations.

### 5. **Role of Agency**

5.1 The Fire and Rescue Authority expects that (*name of Agency*) will inform them of any fire safety contraventions.