

SFJFS12

Visit premises for the purposes of fire safety regulation



Overview

This standard is about planning and conducting audits or inspections of premises for the purposes of fire safety regulation; identifying potential breaches of the legislation and deciding the action you and owner[s]/ occupier[s] need to take, which may include informal and formal enforcement of fire safety legislation. You will also prepare effective inspection reports for the purposes of fire safety regulation and communicate fire safety compliance or deficiencies to others for the purposes of the regulation.

Contact will be made with the person(s) described within the relevant home nation's legislation.

There are three elements

- 1 Prepare for your visit to premises
- 2 Visit the premises
- 3 Report on the conduct and findings of your visit

Target Group

This standard is recommended for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.

SFJFS12

Visit premises for the purposes of fire safety regulation

Performance criteria

Prepare for your visit to premises

You must be able to:

- P1 use appropriate databases and other information sources to identify person[s] and premises for audit/ inspection, in line with the priorities of your authority
- P2 plan a logical series of inspections consistent with your authority's plans and priorities
- P3 plan individual audits/ inspections, taking into account regulatory priorities and person[s] availability
- P4 use information you have gathered to identify appropriate benchmarks and likely priorities for consideration during any contact with person[s]
- P5 where appropriate, follow relevant topic areas for audit/ inspection with reference to organisational priorities
- P6 identify who the relevant person[s] is for each premise to be inspected

Visit the premises

You must be able to:

- P7 gain access to premises, explain regulatory activity and identify and secure co- operation of the specified person[s]
- P8 conduct audits/ inspections in a way which preserves your own personal safety and which gives a good example of health and safety awareness and practice
- P9 manage the pace of the audit/ inspection, implement the inspection plan and have the flexibility to deal appropriately with issues outside the scope of the plan
- P10 identify management systems and risk controls in use and react to what is happening systematically, using observation, questioning, listening, fire safety knowledge and the person[s] risk assessment as appropriate
- P11 identify positive aspects of fire safety performance on which further change and development can be built
- P12 compare your findings with existing standards and against the principles of risk assessment and control to identify if any risk gap[s] exist
- P13 where risks are inadequately controlled, select acceptable options to close the risk gap to ensure minimum standards
- P14 identify the action you intend and the person[s] needs to take, which may include formal enforcement, and assess the likely impact on the person[s], their property or business, occupants or employees and others

Report on the conduct and findings of your visit

You must be able to:

- P15 draft clear, concise inspection reports, in the appropriate format
- P16 draft inspection reports which will inform the next visit plan and identify who you met, the purpose of the inspection, any limitations, salient

SFJFS12

Visit premises for the purposes of fire safety regulation

- findings and action taken by yourself and the person[s],
- P17 evaluate how effective the inspection was against objectives in the plan
- P18 identify and arrange any further action required by your own or another regulatory authority
- P19 communicate your findings to colleagues when appropriate and update your authority records on the person[s]

SFJFS12

Visit premises for the purposes of fire safety regulation

Knowledge and understanding

You need to know and understand:

- K1 how to identify and apply the aims, objectives and priorities of the regulatory authority
- K2 how to follow and apply the regulatory organisation's policies, instructions or procedures for conducting audits/ inspections
- K3 when and how to make links with other regulators where their activities impinge on yours
- K4 how to follow your organisation's health and safety policy and ensure your own health and safety
- K5 how to assess the level of fire safety risk on a premises and select suitable options to move towards compliance
- K6 the ways of assessing the impact of your decisions on the person[s], the premises and the community
- K7 how to communicate effectively in a range of situations and at all levels to gather information and provide direction
- K8 how to differentiate between formal and informal enforcement
- K9 how to assess control measures and management systems to identify breaches of legislation and risks to fire safety
- K10 how to encourage development of fire safety policies, plans and procedures to influence appropriate risk management standards
- K11 how to assess the implications of your findings and when to communicate your findings to colleagues within your organisation and appropriate people outside your organisation

SFJFS12

Visit premises for the purposes of fire safety regulation

Developed by Skills for Justice

Version number 1

Date approved June 2010

Indicative review date June 2012

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN FS12

Relevant occupations Public Services; Public Service and Other Associate Professionals

Suite Fire Safety

Key words Visit, premises, purposes, fire safety, regulation
