



Health and Safety

Fire Safety Management

Minimum Standard

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Author/s	Lee McGurty
Approver	Op-Co
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1 Aims and Principles

A fire in a Government of Jersey (GoJ) building or workplace could present a significant risk to employees, visitors, GoJ assets and business continuity.

This Minimum Standard aims to reduce the risk of a fire breaking out and in the event of a fire occurring, ensure the rapid detection, containment and control of the fire, as well as the safe evacuation of employees and others from the premises.

All departments should develop their own procedures which detail the specific arrangements to be implemented. The procedures must include the standards set out in this document or be of an equivalent or higher standard.

2 Legislation and Guidance

a) Applicable Legislation

Health and Safety at Work (Jersey) Law, 1989

Fire Precautions (Designated Premises) (Jersey) Regulations 2012

Fire Precautions (Jersey) Law, 1977

Management in Construction (Jersey) Regulations, 2016

Electricity at Work (Jersey) Regulations, 1983

b) Guidance

Technical Guidance Documents - Part 2 - Fire safety (Building Bye-Law)

Fire Safety (UK HSE)

BS9999 Code of practice for fire safety in the design, management and use of buildings

BS9991 Fire Safety in design, management and use of residential buildings, Code of Practice

PAS 79 Fire Risk Assessment – Guidance and Methodology (BSI)

Fire Risk Assessment Guides for specific premises types (UK GOV)

3 Definitions

Landlord

Jersey Property Holdings is defined as the Landlord for the majority of premises occupied by Government of Jersey departments and will therefore assume the responsibilities of the Landlord as defined in this document.

However, in some circumstances, a Government of Jersey department is the Landlord or the building is leased from a private landlord.

In all cases, any Lease, Service Level Agreement or similar should be consulted to determine each party's responsibilities in respect of fire safety. This will help to ensure that both the tenant(s) and landlord fully understand their obligations to manage fire safety risks associated with the premises and activities which take place within it.

Tenant

The department(s) and/or private lease holder(s) occupying and using the premises.

Where there are multiple tenants within a premises, each is responsible for meeting the Tenant responsibilities set out in Appendix A.

Fire Safety Plan (FSP)

Fire safety information relevant to a specific premises including the current fire risk assessment, evacuation and contingency procedures, and other relevant information that might be required by the building users, emergency services or contractors.

Certified Premises

A premises specified in the Fire Precautions (Designated premises) (Jersey) Regulations 2012 which require a fire certificate to be issued under the Fire Precautions (Jersey) Law, 1977.

Fire Risk Assessment

An assessment to identify fire hazards and those at risk, with the aim to remove or reduce the risk of those hazards to as low as is reasonably practicable and to determine what fire safety measures and management arrangements are necessary.

4 Who this Minimum Standard Applies to

Applies to:

- All Government of Jersey (GoJ) and States' employees
- All Appointees
- Voluntary staff or those on honorary contracts where there is no implied contract of employment

5 Links to other GoJ Policies, Minimum Standards and Guidance

a) Policies

Government of Jersey - Health and Safety Policy

b) GoJ Minimum Standards

Control of Contractors
Control of Substance Hazardous to Health (COSHH)
Electricity
First Aid
HFL/ LPG/ Explosives/ Gas systems
Incident Reporting and Investigation
Permit to Work
Risk Assessment

c) GoJ Guidance

Fire Safety at Work

Fire Risk Assessment Form

6 Roles and Responsibilities

The department's arrangements must clearly set out the roles and responsibilities of those who are required to manage the risks posed by fire at GoJ premises.

Reference should be made to the Government of Jersey Health and Safety Policy for general responsibilities.

7 Fire Safety Strategy

Proper management of fire safety and the preparation of a Fire Safety Plan are joint responsibilities of the Landlord and any Tenant(s) using the building as a Tenant.

The responsibilities of each party, including in multi occupancy, leased and certified premises are set out in Appendix A.

Reference should also be made to any Lease, Service Level Agreement or similar to determine each party's responsibilities for managing fire safety in the premises.

The Landlord and Tenant(s) will ensure that a Fire Safety Plan is prepared for each premises (Ref: Appendix B).

The Landlord, assisted by the current Tenant(s), will carry out a Fire Risk Assessment to identify hazards and control measures for the building taking into account their activities in the building.

The control measures and the level of building management will be related to the level of risk. The risk assessment, management arrangements and control measures will be recorded in the Fire Safety Plan (Ref: Appendix B).

Landlords must ensure buildings meet applicable legislation and standards and that during design, maintenance and refurbishment works which are carried out under their control, that fire safety standards are maintained.

Tenants must ensure the fire risks from their activities are controlled and that they have emergency arrangements in place. They must liaise with the Landlord and update the Fire Safety Plan if their work activities change or new equipment or processes are introduced.

Where there are multiple Tenants in a building they must cooperate with each other and the Landlord for the building over fire safety arrangements. The Landlord will manage fire safety in communal areas of multi tenanted buildings.

8 Fire Risk Assessment (FRA)

Production of the Fire Risk Assessment is a joint exercise between the Landlord and the Tenant(s). The risk assessment and its contents must be available and shared with all parties in the building.

Competence

Fire Risk Assessments must be carried out by a competent person who can be defined as an individual who has adequate training and experience or knowledge, as well as other qualities, that qualify them to properly carry out the preventative and protective

measures involved in a fire risk assessment.

Any person carrying out a fire risk assessment should be able to demonstrate that they:

- Understand relevant fire safety legislation, guidance and standards
- Have appropriate training, knowledge and experience in the principles of fire safety and Fire Risk Assessment
- Have an understanding of fire development and people's behaviour in fire
- Understand the fire hazards, fire risks and relevant factors associated with occupants of special risk
- Have relevant training and experience of carrying out Fire Risk Assessment

The knowledge required can be obtained by taking relevant courses and attaining certifications in fire risk assessment.

Any persons with responsibility to make sure FRAs are carried out, must ensure that those completing them are competent to do so.

Where a Tenant does not have access to a competent person internally, they should liaise with the Landlord to determine a suitable person to carry out the FRA.

It may be necessary to engage the services of an external fire professional if the nature of the work environment/building is such that professional knowledge is required to complete a suitable and sufficient fire risk assessment.

Whilst not mandatory, further reassurance of their competence can be obtained by selecting a person/organisation which has membership of or is accredited by a third-party organisation such as:

- The Fire Industry Associations
- The Fire Protection Association
- BAFE (British Approvals for Fire Equipment)
- The Institute of Fire Safety Managers
- The Institution of Fire Engineers
- Nationally Accredited Fire Risk Assessors Register

[Fire Risk Assessment Format](#)

GoJ has prepared a basic Fire Risk Assessment template which can be used for low-risk premises.

Some large or specialist buildings may require alternative formats and the H&S Manager/Advisor should be consulted to ensure they are appropriate.

Links to additional guidance on the risk assessment process can be found in BSI PAS 79 Fire Risk Assessment – Guidance and Methodology.

Appendix D provides details of general guides available which offer best practice on fire safety risk assessment for different premises types and evacuation of disabled persons (UK HM Government).

9 Fire Prevention

Departments must ensure that sources of ignition and combustion are controlled for the areas within their control. This includes, but is not limited to, the following:

- Appropriate occupancy rate
- Electrical sources of ignition
- Smoking
- Arson
- Portable heaters and heating installations
- Cooking
- Lightning
- Housekeeping including keeping means of escape free from flammable materials
- Hazards introduced by outside contractors, building works, clients, patients
- Flammable and oxidising substances

Further details of this should be included in the Fire Risk Assessment.

10 Fire Control Measures

Suitable fire control measures should be identified in the Fire Risk Assessment.

When determining suitable fire control measures, consideration must be given to the maintenance and testing required of fire detection and firefighting equipment (both active and passive) and any additional employee training that may be required. Further information on responsibilities is contained in Section 11.

Controls measures include:

- Fire detection systems
- Fire alarm systems
- Firefighting equipment
- Fire containment and protection against spread
- Emergency and evacuation arrangements
- Escape arrangements
- Fire drills

These items will be assessed and arrangements detailed in the Fire Risk Assessment.

11 Maintenance and Testing of Fire Control Measures

Fire control measures will only remain effective if they are subject to suitable maintenance and testing.

Information on maintenance and testing requirements should be available from one of the following sources:

- Health and Safety File (if the building has one)
- Operations and Maintenance Manual (if one is available)
- The installer of the equipment
- The supplier or manufacturer of the equipment

In some premises, the Tenant as well as the Landlord has responsibilities and therefore must ensure that arrangements are in place for maintaining and testing their fire control measures. The Lease, Service Level Agreement or similar should be consulted to confirm the responsibilities of each party. It should **not** be assumed that the maintenance and testing of all fire control measures are the sole responsibility of the Landlord.

Further details of responsibilities are set out in Appendix A.

12 Management of Fire during Construction and Maintenance Works

Additional fire risks can arise during construction and maintenance works or as a result of the actual works being carried out e.g. fire proofing removed and not reinstated etc. The risk of fire must therefore be considered throughout the planning and execution of these works and a permit system should be used where necessary. (See GoJ Minimum Standard – Permit to Work).

New Buildings and Refurbishments

In new buildings or following significant alterations, the fire protection measures and the facilities for the Fire and Rescue Service e.g. dry riser inlets and disabled persons i.e. refuge areas should be designed, constructed and installed in accordance with current building regulations.

Anyone undertaking design work, specifying or undertaking alterations to GoJ buildings must consult with the relevant Landlord and Tenant(s) as the alterations may affect occupiers and their current fire safety arrangements.

Temporary Fire Safety Arrangements

Where work is to be carried out on a Government of Jersey buildings this must go through the property design team in the first instance to ensure that the fire strategy, means of escape and final design are properly considered.

Prior to any work commencing in any building, the Fire Risk Assessment should be reviewed to consider any additional hazards likely to be introduced by the works and in particular the risks to building occupiers during works. This must be carried out in consultation with the building users.

During construction work temporary fire safety arrangements may be required to protect building users. Any temporary fire precautions should be monitored and where higher risk activities such as hot works are carried out, a hot work permit system should be in operation.

Prior to the refurbished area being reoccupied a full inspection of the fire control measures should be carried out. These checks should include but are not limited to:-

- Fire compartmentation is complete and penetrations of compartments adequately fire checked
- Fire door installations meet specifications
- Automatic fire detection systems remain operational
- Sounder levels are adequate
- Emergency lighting requirements have been met
- Portable fire extinguisher coverage is adequate in terms of number and type
- Fire safety signage is complete
- Formal records of handover and certification are provided and the Fire Safety Plan updated

These checks should be carried out by a competent person and in the case of Certified Premises, this will need to be carried out by a Fire Officer of the States Fire & Rescue Service.

13 Training

Departments are responsible for ensuring sufficient training and awareness is provided to employees in relation to fire safety.

All employees must receive basic fire safety awareness training at induction and then on an annual basis, as per the Corporate Health and Safety Policy – Mandatory Training Matrix. This training is provided as an online training module relevant to their department (Ref: Appendix C).

Where required further specific training appropriate to their work role and the workplace may be required e.g. Fire Marshal and Fire Risk Assessor.

Employees should receive refresher training at regular intervals to make sure that they remain familiar with the fire control measures for the workplace and are reminded of the

action to be taken in an emergency. Training should be more frequent where there is a high turnover of staff or where there is a high risk of fire.

14 Monitoring, Audit and Review

Fire safety should be included in any health and safety inspection, or audit programs run by the Landlord and Tenant(s).

Audit and inspection reports should be reviewed by the person(s) responsible for fire safety and if necessary, the department's Health and Safety Team.

The Fire Safety Plan should be reviewed as follows: -

- No changes, low risk issues/activities – **every 3 years**
- Medium risk issues/activities – **annually**
- High risk issues/activities – **6 monthly**
- Following a significant incident or defect report – **immediately**
- Following significant staff changes or representations – **immediately**
- Following building/operational/process changes - **immediately**

Appendix A

Landlord /Tenant Responsibilities

Whilst this table is intended to provide guidance on the typical split of fire safety responsibilities between the Landlord and Tenant(s), reference should be made to any Lease, Service Level Agreement or similar for further clarification.

	Landlord	Tenant
Fire Risk Assessment and the identification of fire control measures	Both - Ensure Fire Risk Assessments are completed. Identify and implement any fire control measures. Review and update at least annually or sooner if work processes or the building changes	
Fire Safety Plans	Both – Ensure the building Fire Safety Plan includes current information on the building. Ensure these are made available to relevant staff, contractors and emergency services. Tenants - Ensure emergency arrangements are practiced and reviewed	
Building design, maintenance and refurbishment	Landlord - Ensure there are arrangements in place for managing fire safety in the design, maintenance and refurbishment of buildings under its control	Tenant - Inform the Landlord if undertaking any minor works or alterations. Update the Fire Risk Assessments and Fire Safety Plan as necessary
Training	Both - Ensure employees are adequately trained and competent to understand fire risks, and where necessary provide additional training for fire marshals and others as required (Ref: Appendix C)	
General fire prevention activities relating to the use of the building	Landlord - Monitor and liaise with Tenants(s) if necessary	Tenant - Responsible for fire prevention in relation to their activities and their use of the building
Active and passive fire control measures	Landlord - Ensure active and passive fire control measures are correctly specified, designed, installed, tested and maintained	Tenant - Cooperate with the Landlord and carry out any agreed tests or checks. Report any damage or faults of active or passive fire protection systems Ensure any active or passive fire control

Appendix A

	Landlord	Tenant
		measures which are installed under their direction are correctly specified, designed, installed, tested and maintained
Emergency arrangements	<p>Tenant</p> <p>Develop emergency arrangements.</p> <p>Ensure building users, contractors and visitors are made aware.</p> <p>At least one unannounced fire drill per annum.</p> <p>In multi occupancy building, whether with other GoJ departments or private sector tenants, tenants must work together to develop emergency arrangements and to practise emergency evacuations.</p>	
Monitoring and review	<p>Both - Review the Fire Safety Plan to ensure the information remains up to date</p>	
Multiple Occupancy	<p>Landlord - Ensure the arrangements for managing fire safety in the common areas is included in the Fire Safety Plan.</p> <p>Ensure that individual building Tenants understand their responsibilities for any for ensuring communal fire safety.</p>	<p>Tenant - Review their activities and update the Fire Safety Plan</p> <p>Implement any fire control measures relating to their own activities</p> <p>Cooperate with the Landlord in relation to any arrangements for ensuring fire safety in the common areas</p>

Appendix A

	Landlord	Tenant
Leased Premises	<p>Both - Where GoJ departments lease a property from a private landlord, the department leasing the property will complete a Fire Risk Assessment for the parts of the building to be occupied/used by GoJ employees.</p> <p>The parties responsible for ensuring that communal fire detection / alarm systems are adequate, maintained and tested, and that communal escape routes are clear, properly signed and exit out to a final place of safety should be clearly identified in the Fire Safety Plan.</p> <p>Reference should be made to the Lease, Service Level Agreement or similar to identify the responsibilities of the Landlord and the Tenant.</p>	
Certified Premises	<p>Landlord - Are expected to manage buildings that fall under the Fire Precautions (Designated Premises) (Jersey) Regulations 2012 in line with the specific requirements of those regulations.</p>	<p>Tenant - Must notify the landlord of any change in the use of any part of the building, change of occupancy numbers or any other changes which could affect the fire safety risk at the premises.</p>

Appendix B

Fire Safety Plan and other fire safety information

Guidance on fire safety information to be retained, managed and maintained.

Where and as appropriate, relevant details for the building should be retained; these might include the types of information below.

A. Building Fire Safety Plan - Information should be held locally in the building and which will either be on display or readily accessible to third parties such as the Fire and Rescue Service or contractors

- Site plans, including the location of firefighting equipment
- Copy of the fire risk assessment
- Drawings of the building identifying any smoke control zones, escape routes and assembly points
- Information on any specific facilities for fire fighters
- Any particular hazards for fire-fighters or other third parties, such as highly flammable liquids, compressed gas cylinders etc.
- Locations of main energy isolation points
- Asbestos locations and type
- Fire marshal duties
- Evacuation plan and escape routes
- Operation manual for the fire alarm system and any links to alarm monitoring services
- Contact details for any building or fire safety system issues
- A log detailing inspection of fire prevention measures
- A log detailing inspection of escape routes
- Results of monitored test evacuations

Appendix B

B. Further information to be held by the Departments where relevant

(Not an exhaustive list)

- As-built drawings, specifications, equipment-operating parameters and record drawings for all fire protection measures, both active and passive, incorporated into the building;
- Records of changes to building structure;
- Information on control systems utilized throughout the building;
- Critical routes for building services;
- Information on fire-fighting equipment
- Information on communication systems
- A full description of the active and passive protection systems in the building
- A full description of all the other design aspects which have a direct bearing on the fire safety management
- An operator's manual for the fire safety systems
- An inspection maintenance and repair manual for the fire safety systems including frequencies
- Fire prevention and security measures (including measures for the prevention of arson);
- The results of any acceptance tests of all installed safety systems
- Information relating to certification
- Changes to building systems and safety plans
- Contingency plans, including plans for salvage and damage control and business continuity;
- Safe system of work procedures for non-routine activities where these could increase the risk from fire, including hot work permits

Appendix C

Fire Safety Training

Fire safety training should be continuous, commencing with induction training at the appointment of new staff and continuing in the form of regular refresher training.

Basic Fire Safety Awareness and Local Arrangements

In so far as the responsibilities are applicable to their role, all employees and contractors should be trained in:

- Basic fire prevention and good housekeeping
- Fire risk awareness
- Smoking policy
- Actions to be taken upon discovering a fire or upon hearing the fire alarm
- Knowledge of the escape routes, refuges and exits, especially those not in regular use
- Raising the alarm
- Arrangements for calling the fire and rescue service
- Special provisions for assisting disabled people
- Location of fire-fighting equipment
- Training on the selection and use of fire-fighting equipment, including hand held fire-fighting equipment (if identified in the Fire Risk Assessment for the work area).
- The importance of fire doors and the need to close all doors at the time of a fire and on hearing the fire alarm
- Process shutdown and shutting down non-essential equipment
- Stopping machines and processes and isolating power supplies (where applicable)
- Evacuation procedures (this includes reassuring any members of the public, escorting them to exits, and encouraging them to get well clear of the building)
- Incident reporting procedures, including for “near miss” events and false alarms.

Appendix D

Fire Safety Risk Assessment Guidance

General guides to fire safety risk assessment are published by the UK HM Government and are freely available online.

These UK non-statutory guides offer recommendations for best practice on fire safety and provide clear advice on fire safety precautions for building managers and users.

They should be referred to when compiling fire risk assessments or making decisions on fire safety in the workplace.

- Offices and shops
- Factories and warehouses
- Sleeping accommodation
- Residential care premises
- Educational premises
- Small and medium places of assembly (holding 300 people or less)
- Large places of assembly (holding more than 300 people)
- Open-air events and venues
- Healthcare premises
- Transport premises and facilities

Further guidance is also available on the means of escape for disabled people.

- Means of Escape for Disabled People