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### **WHAT YOU MUST GENERALLY DO**

**You must** appoint one or more competent persons to carry out an initial fire risk assessment, and review the assessment at least once every 12 months, or employ someone to do it for you, and carry out any of the preventative and protective measures identified in the assessment.

**You must** provide your employees with

- clear and relevant information on the risks to them identified in the fire risk assessment
- how these measures will protect them if fire breaks out

**You must** consult your employees or their representatives, about nominating people to carry out particular roles relating to fire safety and improvements in fire safety, and provide them with suitable and adequate training

**You must**, before you employ a child, provide the parent or guardian with clear and relevant information

- on the risks identified in the assessment, if any, to the child
- on the measures you have put in place to protect the child from fire
- to any other relevant person on the risks, if any, to the child whilst undertaking their work

**You must** inform non-employees, such as temporary or contract workers, sub-contractors etc, and their employers

- of the relevant risks to them
- of who the responsible and competent persons are
- of the fire precautionary arrangements in the premises

**You must** co-operate and co-ordinate with other tenants and managing agents if the building is multi tenanted, and inform them of any significant findings and how you are going to reduce and/or control those risks. They also have a responsibility to advise you of significant findings within their premises

**You must** consider the presence of any dangerous substance and the risk this presents to those working in and/or visiting the premises

**You must** establish a suitable means to contact the emergency services and provide them with details of any dangerous substance

**You must** provide information, instruction and training to employees, during their normal working hours, when they start working for you and regularly thereafter, about the fire precautionary arrangements within the premises.

**You must** ensure that the fire precautionary arrangements in the premises are regularly inspected serviced and maintained to current British Standards and a record is kept in a suitable log book.

**Your employees must** be made aware that they also have a responsibility to co-operate with you to ensure that the workplace is safe from fire and the effects of fire, and that they must not do anything that will place themselves or others at risk.