



Fire Safety Management Audit

Specification August 2017

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1.

Introduction to the Fire Safety Management Audit model

This document is intended to provide a summary of the British Safety Council Fire Safety Management Audit process, together with details of the audit specification.

The Fire Safety Management Audit process involves an in-depth examination of an organisation's fire safety management system(s) and associated arrangements.

The audit focuses on the key aspects of managing fire safety within the workplace and offers a structured path for continual improvement towards best practice status.

Utilising extensive industry experience and acknowledging aspects of universally recognised management systems and fire safety standards, the British Safety Council has developed a fire safety management audit model that objectively evaluates preventive and protective fire safety management systems and arrangements against current best practice techniques.

The audit model is reflective of the recognised PLAN – DO – CHECK – ACT management cycle.

Fire Safety Management Audit: 2017 specification



2.

Audit process

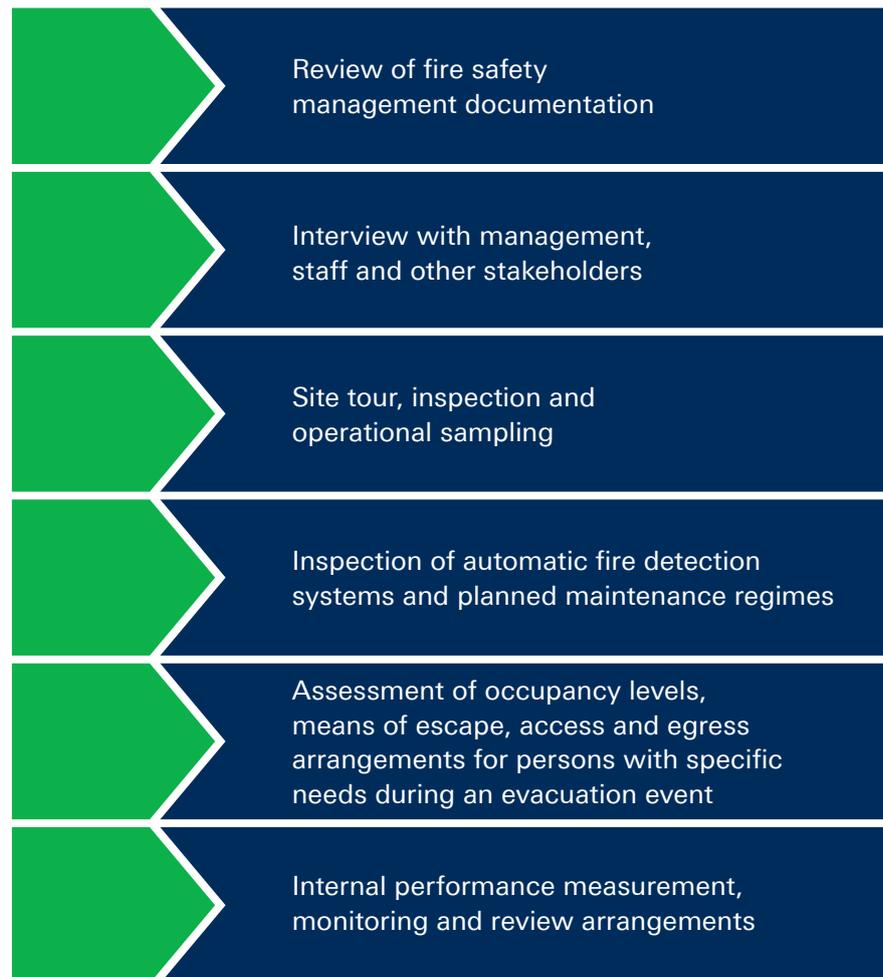
The Fire Safety Management Audit is carried out using the following process of objective verification:

The auditor will review all aspects of the organisation's fire safety management system and supportive arrangements against the requirements of the British Safety Council's Audit specification. The auditor will also assess the effectiveness of implementation of these arrangements through an inspection of relevant (agreed) site(s) and sampling of operational activities.

During the audit process, management, staff and other stakeholders will be interviewed (as agreed) to confidentially discuss aspects of fire safety management relevant to their roles and responsibilities.

A subsequent report is produced identifying the strengths and areas for continual improvement within the organisation's health and safety management systems. The report also includes observations and recommendations, together with action planning, for consideration.

Fire Safety Management Audit process steps



3.

Organisational strengths and recommendations for improvement

The British Safety Council's Fire Safety Management Audit is a comprehensive review of an organisation's documented fire safety management system and robust observation and inspection of how effectively the arrangements are implemented across the workplace.

Areas of the system considered as good (or best) practice will be identified within the subsequent report together with any identified issues requiring recommendations for continual improvement.

Any such areas identified as being likely to cause serious and/or imminent danger or will present risk to life due to a fire occurring, will be immediately notified to the relevant client representative.

In these unlikely circumstances, it will be expected that immediate actions will be taken by the relevant client representative to rectify, or reduce to an acceptable level, any identified high fire risk areas to an appropriate standard in the presence of the auditor.

4.

Audit report and action planning

Upon completion of the audit process, a comprehensive report is prepared by the auditor and will be issued within a maximum of 28 days. The report content will include:

- Executive summary and background information
- Observed strengths and recommendations for continual improvement
- Workplace fire safety observations
- Report content plus prioritised (red/amber/green) recommendations.
- Action planning tables.

The recommendations against the requirements of the Fire Safety Audit specification are presented in tabulated colour coded format as per the key below:

Colour code	Priority	Definition
	High: 7 day actions	Recommendations to be implemented as a priority 1 action
	Medium: 28 day actions	Recommendations to be implemented as a priority 2 action
	Low: No timebound action(s) required	Monitor existing arrangements in this area to maintain conditions and ensure continual improvement

The **red** coded differential indicates where significant remedial actions are considered as Priority One status requiring remedial action(s) within seven (7) days. In the event of any observations requiring immediate action due to serious and/or imminent danger the auditor will liaise with the appropriate client representative to ensure suitable action is undertaken.

The **amber/yellow** coded differential indicates remedial actions are required within twenty-eight (28) days.

The **green** coded area indicates no timebound remedial actions are required. However, the organisation must monitor these elements in order to maintain current conditions and demonstrate continual improvement.

The action planning tables are also designed to allow the organisation to plan for implementation of the recommendations by populating relevant columns as appropriate.

If any elements of the audit are considered as not applicable, then these will be indicated as "N/A".

As with any time-bound audit, observations and recommendations made are based upon the scope and depth of information and conditions available during the audit process.

5.

Preparing for the audit

In order for the audit process to be as effective as possible, it is considered important that pre-audit preparations are agreed and completed.

Once all logistical arrangements have been confirmed with the relevant British Safety Council account manager, the allocated auditor will make contact with the appropriate person within the organisation no later than ten (10) days before the audit start date to discuss and agree the audit details (timings, interviews, site inspections, induction process, security / PPE arrangements, etc).

This specification document (see section 8) outlines the various forms of information and documentation that the auditor is likely to request for review, together with personnel who may be requested for interview.

It would be advantageous if relevant documentation is readily available (either electronically or in hard copy) for the auditor. Some of this material may be retained by the auditor during the audit process (with explicit consent of the auditee).

All British Safety Council auditors are mindful of operational demands and requirements and will apply as much flexibility with the audit schedule as is reasonably practicable to accommodate such matters.

6.

Standardisation and quality assurance

British Safety Council auditors are appropriately qualified, highly experienced health, safety and fire safety professionals who are subject to a robust internal quality assurance and appraisal process, in addition to the requirements of relevant professional bodies with whom they are members.

All audit reports are technically verified and quality endorsed before being issued to clients. Auditors are also subject to "on-site" monitoring (subject to client agreement) on a sampling basis.

Mandatory auditor standardisation meetings also take place on a regular basis.

This specification document is reviewed at least annually to reflect changes in legislation and relevant developments and trends in fire safety management best practice technique.

7.

Specification details

Element headings

1.0	Fire Safety Planning
1.01	Fire safety policy (scope, nature and scale)
1.02	Structure (roles, responsibilities, accountabilities & authorities)
1.03	Stakeholder consultation and participation.
1.04	Legislative (and other requirements) compliance
1.05	Provision of resources and support
1.06	Leadership and commitment
1.07	Management of change
1.08	Competence and fire safety training requirements
1.09	Emergency incident and post event planning
1.10	Fire detection systems (design)
2.0	Implementation and Operation
2.01	Fire risk assessment process
2.02	Fire detection & alarm systems (including planned maintenance)
2.03	Firefighting equipment and fixed Installations
2.04	Fire evacuation procedures, occupancy levels and means of escape routes
2.05	Fire safety training
2.06	Fire doors and emergency lighting
2.07	Storage and control of flammable and hazardous substances
2.08	Management and control of electrical fire hazards
2.09	Implementing emergency incident and post event recovery controls
2.10	Implementing fire safety preventive and protective controls
3.0	Evaluation and Review
3.01	Workplace fire safety inspection
3.02	Evaluation of fire safety legislative (and other) requirements
3.03	Fire incident and near miss reporting & investigation
3.04	Fire loss/damage analysis
3.05	Continual improvement (evaluation and planning)
3.06	Management review and internal performance monitoring

8.

Specification guidance

Section 1 – Fire Safety Planning

	Purpose and Scope	Typical Information & Evidence Requirements	Possible Interviewees
1.01 Fire safety policy (scope, nature and scale)	To ensure that senior management have documented a fire safety policy statement endorsed by CEO/MD including an organisational structure and arrangements for implementation. To confirm that the arrangements for the effective communication, implementation, maintenance and development of the FSMS are effectively led by senior leaders.	Is there a detailed fire safety policy statement endorsed by CEO/MD within the last 12 months with a suitable structure and arrangements. Does this include the nature and scale of the fire safety policy and is it appropriately scoped and relative to the context of the organisational activities.	CEO/MD Board of Directors and Fire Safety Manager (champion, etc)
1.02 Structure (roles, responsibilities, accountabilities and authorities)	To confirm that the Fire Safety management system (FSMS) clearly defines and documents all fire safety roles, responsibilities, authorities and accountabilities including named individuals or job titles. The FSMS should clearly identify minimum competency requirements for those with specific fire safety roles (including top management appointee).	Is there a documented process for ensuring relevant fire safety competency requirements are fulfilled and adequately maintained? Does the process take into account differing levels of roles, responsibilities, ability, literacy, risk and language?	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager.
1.03 Stakeholder consultation and participation	To ensure that a constitution and/or Terms of Reference (ToR) is documented and agreed for fire safety consultation across the organisation. This document should define the needs and expectations of specific stakeholders including the role of employee representative(s) within the FSMS.	Within the FSMS there should be a documented constitution and evidence of a fire safety consultation and worker participation process e.g. a fire safety committee or part of an OH&S committee structure. Does this include worker participation in the development of the FSMS? Evidence of fire safety consultation in documented meeting minutes with timebound actions clearly recorded and completed.	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager.
1.04 Legislative (and other requirements) compliance	To ensure that a documented procedure / process exists for the identification of applicable fire safety legislation (and other sector requirements). (eg Regulatory Reform Fire Safety Order (RRFSO), BS 9999, BS 7974, BS 5839, BS 5266, BS 5306, BS 476, PAS 7).	Is fire safety compliance measured, maintained and evaluated? How does this ensure that senior management are updated on fire safety legislative changes that are applicable to the organisation? A fire safety legislative register should be maintained.	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor
1.05 Provision of resources and support.	To ensure sufficiently qualified and competent fire safety advice, is available including personnel, training, finance, competent advice fire safety equipment and support.	Is there evidence in a business plan that fire safety resourcing is taken into account across the business?	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor
1.06 Leadership and commitment	To ensure that there is an explicit commitment to provide training, information, instruction and adequate supervision. Confirmation that there is demonstrable involvement by management at all levels in the development and implementation of the FSMS arrangements.	Has a member of top management been designated with accountability and authority for fire safety? Is there any evidence of executive leadership (e.g. chairing fire safety meetings, engaging with staff via occasional fire safety inspections). Regular high level reviews of fire safety performance.	CEO/MD Board of Directors. Senior Leadership Team.

Section 1 – Fire Safety Planning

	Purpose and Scope	Typical Information & Evidence Requirements	Possible Interviewees
1.07 Management of change	To confirm that there is a defined and documented process for managing all change affecting fire safety arrangements and legislation within the organisation, including an assessment of potential fire risk resulting from the change.	Documentary evidence of changes to operational fire control(s) (e.g. FRA's, emergency incident procedures). Evidence of communicating fire safety changes to the workforce and fire safety training requirements arising from structural changes.	CEO/MD Board of Directors. Senior Leadership Team. Fire Safety Director. Health & Safety Manager Fire Safety Advisor.
1.08 Competence and fire safety training requirements.	To ensure that the FSMS clearly identifies the minimum competency requirements for those with specific fire safety roles (including top management appointee). Confirmation that roles and responsibilities include core fire safety competency requirements at all levels and functions.	Specific documentary evidence within the FSMS that all required fire safety competency and training requirements are met. A fire safety training plan should be current and include all workers.	CEO/MD Board of Directors. Senior Leadership Team. Fire Safety Director. Health & Safety Manager Fire Safety Advisor.
1.09 Emergency incident and post event planning.	To ensure that senior management have identified all significant and potential fire emergencies and that these are subject to regular testing by live or desk-top exercises. To confirm that site senior management are fully aware of the need for the testing of contingency plans.	Is there a current emergency plan documented including evidence of post event action planning and testing, including staff debriefing & consultation?	CEO/MD Board of Directors. Senior Leadership Team. Fire Safety Director. Health & Safety Manager Fire Safety Advisor
1.10 Fire detection systems (design).	To confirm that fire safety design and development includes specific arrangements for automatic fire detection (AFD) systems and/or manual fire alarm call points in accordance with BS:5839.	Is there a fire log book or technical manual that provides evidence of correct fire detection and alarm design throughout the premises?	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor

Section 2 – Implementation and Operation

	Purpose and Scope	Typical Information & Evidence Requirements	Possible Interviewees
2.01 Fire risk assessment process	To ensure that the organisation have undertaken suitable and sufficient fire risk assessments for the premises and that these were completed by a competent fire risk assessor.	Documented fire risk assessments in line with PAS 79 including completed remedial actions and regular workplace inspections.	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager or Supervisor.
2.02 Fire detection & alarm systems (including planned maintenance)	To confirm that adequate fire detection is provided throughout the premises either automatic or manual depending on the FRA. To ensure that fire detection systems either audible or visual undergo regular planned maintenance and inspection.	Is there a fire log book maintained which provides evidence of weekly fire alarm testing, monthly emergency light testing and examination of portable fire extinguishers. Is evidence available to prove that fire alarm and emergency lighting systems are serviced regularly by a competent engineer in accordance with BS 5839 and BS 5266-1 2011.	Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor,
2.03 Firefighting equipment & fixed Installations	To ensure that there is adequate fixed / portable firefighting equipment available on site in accordance with the FRA and that such equipment is maintained and serviced on a regular basis. To confirm that relevant personnel have received training in the correct use and application of all provided firefighting equipment.	A fire log book or equipment servicing manual should be current and up to date clearly defining the firefighting equipment provisions in accordance with BS 5306, BS EN 15004-9. Including portable appliances and sprinkler or drencher and fixed CO2 or inert gas fixed firefighting systems.	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor,
2.04 Fire evacuation procedures, occupancy levels and means of escape routes.	To confirm that effective procedures are in place to ensure that all persons on site (including those with impairment of special needs) can safely evacuate to an agreed assembly point in the event of a fire emergency. To ensure that adequate means of escape from fire are provided and maintained taking into account occupancy levels and travel distances to a place of safety. To confirm appropriate escape routes and exit signage plus emergency lighting is in place.	Is there a documented fire evacuation procedure maintained with evidence of regular fire drill exercises recorded. Are occupancy levels sufficiently measured to ensure safe evacuation along protected corridors, staircases or routes. The width of evacuation routes and distances to a place of safety should be such that full evacuation can be achieved in a reasonable timeframe e.g. 2½ minutes. Is emergency escape and exit signage compliant with the Health & Safety (Safety Signs & Signals) Regulations?	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor
2.05 Fire safety training	To ensure that relevant fire safety training is delivered in accordance with a structured plan taking into account the level of risk?	Is there evidence of a fire safety training plan that is delivered in accordance with an agreed training needs analysis and plan. Are individual training records maintained in line with appraisals.	Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor
2.06 Fire doors and emergency lighting	To ensure that the premises have provisioned suitable fire doors along all protected escape routes and high fire risk areas in accordance with the Fire Safety Order, Building Regulation No.38 and Approved Document B of the Building Regulations 2010. To confirm that appropriate emergency lighting is working and distributed according to the FRA.	Is there documentary evidence that fire doors have been surveyed throughout the premises to ensure the correct duration (eg FD30/FD60/FD90 or FD120). Are fire doors subject to regular inspection and maintenance? Are records available for the installation and testing of emergency lighting systems?	Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor

Section 2 – Implementation and Operation

	Purpose and Scope	Typical Information & Evidence Requirements	Possible Interviewees
2.07 Storage and control of flammable and hazardous substances.	Confirmation that there is a defined and visible control mechanism for safely using and storing hazardous substances and / or flammable materials within the organisation?	Are there documented COSHH and if necessary DSEAR assessments maintained. Is there evidence of safe usage, storage and transportation of flammable substances.	Fire Safety Director. Health & Safety Manager Fire Safety Advisor.
2.08 Management and control of electrical fire safety hazards.	To ensure that a documented process is established for assessing and managing all relevant electrical safety risks. Confirmation that electrical safety testing and inspection regimes are in place and that no overloading of electrical sockets is permitted.	Is there suitable evidence of statutory compliance with the Electricity at Work Regulations including evidence of NIC/EIC mains insulation and portable appliance testing regimes. Have checks been made to ensure that electrical sockets are not overloaded and that appliances are not in use without approval.	Health & Safety Manager, Head of Estates and Facilities. Fire Safety Advisor.
2.09 Implementing emergency incident and post event recovery controls.	To ensure that senior management have provided relevant details and requirements of emergency incident and post event recovery procedures and assessments. Confirmation that these have been effectively communicated to staff, contractors, visitors and relevant stakeholders.	Is there a sufficient evidence that emergency fire incident and post event control measures are achievable and documented in a current emergency recovery plan.	CEO/MD Board of Directors. Senior Leadership Team. Fire Safety Director. Health & Safety Manager Fire Safety Advisor
2.10 Implementing fire safety preventive and protective controls.	To confirm that a process been developed for identifying all potential fire emergencies that may adversely affect the organisation. Ensuring that suitably detailed operational arrangements have been developed to provide adequate protection from fire including preventive measures.	Are emergency fire safety protective and preventive measures linked to fire risk assessment and change management processes. Is testing of protective and preventive controls included within FSMS programmes and plans.	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor

Section 3 – Evaluation and Review (Check/Act)

	Purpose and Scope	Typical Information & Evidence Requirements	Possible Interviewees
3.01 Workplace fire safety inspection	To ensure that the organisation have suitable arrangements in place for completing fire safety workplace inspections in accordance with the level of risk and at agreed intervals e.g. weekly.	Are written inspection reports available for inspection including remedial action planning. Are relevant stakeholders demonstrably involved in the fire safety workplace inspection process.	Health & Safety Manager Fire Safety Advisor, site manager or supervisor.
3.02 Evaluation of fire safety legislative (and other) requirements	To ensure that arrangements are well established for the monitoring of compliance with relevant fire safety legislation and British Standards such as the Building Regulations 2010 Approved Document 'B' and associated British Standards for fire safety.	Is documentary evidence available of proactive measurement against legislative requirements and are they appropriate to the levels of fire risk. Are statutory fire safety records retained for the correct time period.	Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor,
3.03 Fire incident and near miss reporting & investigation.	To confirm that effective procedures are in place to ensure that fires and near miss incidents are reported, included in statistics and analysed. To ensure that all accident/incident reporting includes fire events.	Fire incident reporting should be linked to both RIDDOR and in-house accident and near miss reporting. Investigation reports should be comprehensive and detailed.	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor
3.04 Loss/damage analysis	To confirm that effective procedures are in place to ensure that fire loss events and near misses are included in statistics and analysed. To ensure that any costs (actual and potential) of fire incidents, accidents and ill health are calculated and used to aid performance evaluation and review.	Potential litigation costs (civil and statute) should be included within evaluation and review of relevant insurance premiums on a regular basis. Planned maintenance programmes should provide evidence of loss/damage evaluation and cost.	Fire Safety Director. Health & Safety Manager Fire Safety Advisor, Site Manager, Supervisor
3.05 Continual improvement (evaluation and planning).	To ensure that there is evidence documented to prove that the FSMS plan has been informed by previous audits and that progress has been made to action recommendations from it.	Does the organisation use the outcome of active (leading) and reactive (lagging) performance monitoring, (including top management review), to improve the FSMS. Is this available in an annual report.	CEO/MD Board of Directors. Senior Leadership Team. Fire Safety Director. Health & Safety Manager
3.06 Management review and internal performance monitoring	To ensure that there's a defined (documented) and visible process for the top-level management evaluation and review of FSMS performance. Do Board level reports confirm that fire safety performance is monitored and evaluated by senior leaders.	Is there suitable evidence that the active (leading) and reactive (lagging) performance information prepared for the management review, includes the results of internal (and external) fire safety audits, internal & statutory inspections, accidents and fire incident statistics and fire risk assessment reviews.	Fire Safety Director. Health & Safety Manager Fire Safety Advisor.

9.

References

- British Safety Council Five Star Health and Safety Audit 2017 Specification
- The Regulatory Reform (Fire Safety) Order 2005
- The Building Regulations 2010 Approved Document 'B'
- BS:9999 – Code of Practice for Fire Safety in the Design, Management and Use of Buildings
- BS:5839 – Fire Detection and Fire Alarm Systems for Buildings
- BS:7974 – Framework for Engineering Approach to Fire Safety in Buildings
- BS:5266 – Emergency Lighting in Premises
- BS:5306 – Fire Extinguishing Installations
- BS: 476 – Fire Tests on Building Materials and Structures
- PAS 7 – Fire Risk Management System Specification
- PAS 79 – Fire Risk Assessment Guidance.



**No-one should
be injured or
made ill at work.**

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