

## Regulation 38 – Fire Safety Information Declaration

### 1 Fire Safety Information

Information relating to the design and construction of the building, the services and equipment provided in connection which will assist the responsible person to operate and maintain the building or extension with reasonable safety. Section 17 of Approved Document B Volume 1, and Section 19 of Volume 2 provides guidance as to the kind of information that should be provided.

[https://www.planningportal.co.uk/info/200135/approved\\_documents/63/part\\_b\\_-\\_fire\\_safety](https://www.planningportal.co.uk/info/200135/approved_documents/63/part_b_-_fire_safety)

**2 Responsible Person** - If you're an owner, landlord or occupier of business or other non-domestic premises, you'll be responsible for fire safety. You're known as the 'responsible person'.

### 3 Fire Risk Assessment

As the responsible person you must carry out and regularly review a fire risk assessment of the premises. This will identify what you need to do to prevent fire and keep people safe.

You must keep a written record of your fire risk assessment if your business has 5 or more people.

Carrying out the assessment

Identify the fire hazards, the fire hazards and people at risk.

Evaluate, remove or reduce the risks.

Record your findings, prepare an emergency plan and provide training.

Review and update the fire risk assessment regularly.

### 4 The Regulatory Reform (Fire Safety) Order 2005 (as amended)

<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

If you own, manage or operate a business, you will need to comply with fire safety law. The main law is the Regulatory Reform (Fire Safety) Order 2005 or "the Fire Safety Order" which applies across England and Wales and came into force on 1 October 2006.

The Order applies to virtually all buildings, places and structures other than individual private dwellings e.g. individual flats in a block or family homes, and it is your responsibility to make sure your workplace reaches the required standard and employees are provided with adequate fire safety training.

### The Building Regulations 2010 (as amended)

#### Regulation 38 - Section 17 of Approved Document B Volume 1, and Section 19 Approved Document B of Volume 2

I, the person carrying out the work, confirm that the appropriate Fire Safety Information has been given to the Responsible Person at the completion or occupation of this project to enable a Fire Risk Assessment to be prepared for the purposes of The Regulatory Reform (Fire Safety) Order 2005.

The Responsible Person has given me, person carrying out the work, a notice of receipt of that information and that the Fire Safety Information is sufficient to enable them to understand, operate and maintain the building.

You, the person carrying out the work, must then issue this notice to us within 5 working days. You are confirming that the Fire Safety Information has been given and you have received a confirmation notice back from the Responsible Person, or if you have not, state the steps you have taken to obtain that notification.

Name (please print)	
Signed	
Date	
Project Address	
Project Reference	