

COVID-19 Support

SCH Fire Safety Ltd would like to support you regarding fire safety in your premises during this period and have put together some advice.

1. The Regulatory Reform (Fire Safety) Order 2005 (FSO) refers to life safety in the premises, however, if the premises are unoccupied, there is still some responsibility to take appropriate action.

2. Premises currently occupied

- a. All fire safety systems should continue to be tested and maintained as per the relevant British Standard or guidance. However, if the qualified/competent engineer is not available to carry out maintenance, then you should contact your Insurance Company and your Fire & Rescue Service (F&RS) to seek their advice
- b. We would recommend that along with your regular maintenance which you carry out, you should also continue to carry out regular visual inspections, e.g. firefighting equipment, checking that the tamper tag is not broken and the gauge is still reading healthy.
- c. Any change of practice should be recorded and kept with your Fire Risk Assessment document (FRA).

3. Premises partially occupied

- a. Where the premises are partially occupied, all fire safety systems which appertain to the occupied area should be tested and maintained as normal.
- b. If the unoccupied area/s do form any part of the means of escape or fire safety systems, the action in point 2.a should be followed.
- c. Any change of practice should be recorded and kept with your FRA.

4. Premises unoccupied

- a. In the first instance, you should contact your Insurance Company to ascertain what requirements they will impose and you should ensure that you follow their advice, and secondly you may wish to contact the F&RS with regard to the premises being unoccupied.
- b. As the premises are unoccupied, the FSO is not relevant. However, you should still consider the F&RS operational crews responding to a fire and ensure that there is some testing/maintenance of the fire safety systems.
- c. For property protection, ensure that all fire doors are maintained closed (including doors held open by automatic hold open devices) and ensure that the premises compartmentation is good.
- d. If safe to do so, we recommend that there is a weekly check of the premises, which includes a security check and also includes checks of the fire safety systems.
- e. All testing and checks should be documented and kept with your FRA.
- f. Ensure that your premises are clear of any external combustible storage.

5. Just some points in summary:

- a. If the premises are partially or totally unoccupied, inform your Insurance Company and if necessary, your F&RS.
 - b. Wherever possible check your fire safety systems in accordance with the British Standard or current guidance.
 - c. If the premises are unoccupied, if safe to do so, carry out weekly checks of the premises to check security, and to ensure that systems are in good working order.
 - d. The person undertaking the maintenance/testing should only carry out these actions which are within their qualification/competence.
 - e. Any changes and information received from the Insurance Company and/or F&RS should be documented and kept with your FRA.
 - f. If you have been informed that your fire safety systems do not require maintenance/testing during the period of un-occupation, you should ensure that before re-occupation, the fire safety systems are checked/tested and fully functional.
6. If you have any concerns please speak to your Insurance Company, your local Fire and Rescue service or SCH Fire Safety Ltd for further advice.

Please be assured that we are here to help you at this time.

Simon Hewitt