

Fire Safety (England) Regulations 2022 - Checklist

H = High rise
 M* = Mid rise (new)
 M = Mid rise
 L = Low rise

REGULATION 03

H M* M L	Meaning of high-rise residential building	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
Paragraph 02 SECTION A	the height of a building is to be measured to the height to the top storey in accordance with Appendix D to Approved Document B	Building Height Statement		Annual

REGULATION 04

H M*	Secure information box	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
Paragraph 01	The responsible person in relation to a high-rise residential building must install and maintain a secure information box in or on the building	Secure Information Box Audit	On Installation/ Annual	
Paragraph 02 SECTION A	The secure information box must be - positioned at a location in or on the building which is readily accessible to the fire and rescue authority;	Secure Information Box Audit	On Installation/ Annual	Monthly Check

SECTION B	capable of containing the documents required to be placed in it by these Regulations;	Secure Information Box Audit	On Installation/ Annual	Monthly Check
SECTION C	reasonably secure from unauthorised access and vandalism.	Secure Information Box Audit	On Installation/ Annual	Monthly Check
Paragraph 03	The responsible person must ensure that the following information is contained within the secure information box -			
SECTION A	the name, address and telephone number within the United Kingdom of the responsible person;	Secure Information Box Audit Responsible Person Declaration	On Installation/ Annual	Monthly Check
SECTION B	the name and contact information of such other persons within the United Kingdom who are provided with the facilities to and are permitted to access the building as the responsible person considers appropriate;	Secure Information Box Audit Responsible Person Declaration	On Installation/ Annual	Monthly Check
SECTION C	such documents as are required to be placed in it by these Regulations.	Secure Information Box Audit	On Installation/ Annual	Monthly Check
Paragraph 04	The responsible person must provide the local fire and rescue authority with anything required to enable it to access the secure information box and must provide anything additional required as soon as reasonably practicable if there are any changes to those requirements.	Secure Information Box FRS Access Confirmation	On Installation/ Annual	Monthly Check

Paragraph 05	The responsible person must inspect the secure information box at least annually and ensure that it continues to meet the requirements in paragraph (2).	Secure Information Box Audit	Annual	Monthly Check
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REGULATION 05

H	Design and materials of external walls	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
Paragraph 01	The responsible person in relation to a high-rise residential building must prepare a record of the design of the external walls of the building, including details of the materials from which they are constructed.	External Wall Information	Annual review	Change Process
Paragraph 02	The record prepared under paragraph (1) must include details of the level of risk identified in the risk assessment required under article 9 of the Regulatory Reform (Fire Safety) Order 2005 that the design and materials of the external walls give rise to and any mitigating steps that have been taken in respect of that risk.	External Wall Information	Annual review	Change Process
Paragraph 03	The responsible person must prepare a revised record under paragraph (1) if there are any significant changes to the external walls of the building.	External Wall Information	Annual review	Change Process

REGULATION 06

H	Floor plans and building plan	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
Paragraph 01	The responsible person in relation to a high-rise residential building must prepare a plan for each floor of the high-rise residential building.	Floor Plans	Annual review	Change Process
Paragraph 02	The floor plans must, together, identify the location of all lifts and identify if the lift is one for use by firefighters or an evacuation lift, and the key fire-fighting equipment in the whole building.	Floor Plans	Annual review	Change Process
Paragraph 03	If the plans for two or more floors of a high-rise residential building would be the same in all material respects, the responsible person may comply with the obligation under paragraph (1) in relation to those floors by preparing a single plan that clearly indicates the floors to which the plan relates.	Floor Plans	Annual review	Change Process
Paragraph 04	<p>The responsible person must also prepare a single-page building plan identifying the following</p> <p>SECTION A</p> <p>the environs of the building;</p>	Building Plan	Annual Review	Change Process
SECTION B	<p>details of the use of the building, for example for commercial or residential purposes;</p>	Building Plan	Annual Review	Change Process

SECTION C	access for fire and rescue appliances;	Building Plan	Annual Review	Change Process
SECTION D	the dimensions of the building;	Building Plan	Annual Review	Change Process
SECTION E	information on the number of storeys of the building and the number of basement levels (if any);	Building Plan	Annual Review	Change Process
SECTION F	information regarding the presence of maisonettes or scissor section flats;	Building Plan	Annual Review	Change Process
SECTION G	inlets for dry-rising mains;	Building Plan	Annual Review	Change Process
SECTION H	inlets for wet-rising mains;	Building Plan	Annual Review	Change Process
SECTION I	the location of shut-off controls for any sprinklers;	Building Plan	Annual Review	Change Process
SECTION J	access points for the building;	Building Plan	Annual Review	Change Process
SECTION K	the location of the secure information box;	Building Plan	Annual Review	Change Process
SECTION L	the location of the controls for any smoke control system;	Building Plan	Annual Review	Change Process
SECTION M	the location of any firefighting shaft;	Building Plan	Annual Review	Change Process

SECTION N	the location of main stairways in the building;	Building Plan	Annual Review	Change Process
SECTION O	the location of the controls for any evacuation alert system.	Building Plan	Annual Review	Change Process
Paragraph 05	The responsible person must place a hard copy of the floor plans and building plan required by paragraphs (1) and (4) in the secure information box.	Secure Information Box Audit	On Installation/ Annual	Monthly Check
Paragraph 06	The responsible person must update the floor plans and building plan as soon as reasonably practicable after any change to the layout of the building or location of key fire-fighting equipment.	Building Plan Floor Plans	Annual Review	Change Process
Paragraph 07	In this regulation “key fire-fighting equipment” includes			
SECTION A	inlets for dry-rising mains;	Floor Plans	Annual Review	Change Process
SECTION B	inlets for wet-rising mains;	Floor Plans	Annual Review	Change Process
SECTION C	outlets for dry-rising mains;	Floor Plans	Annual Review	Change Process
SECTION D	outlets for wet-rising mains;	Floor Plans	Annual Review	Change Process
SECTION E	smoke control systems;	Floor Plans	Annual Review	Change Process

SECTION F	suppression systems.	Floor Plans	Annual Review	Change Process
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REGULATION 07

H	Lifts and essential fire-fighting equipment	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
Paragraph 01	The responsible person in relation to a high-rise residential building must undertake monthly routine checks of lifts for use by firefighters, evacuation lifts and essential fire-fighting equipment within the building.	Lifts & Fire-fighting Equipment Monthly Inspection Record	Monthly	Monthly (or more frequently ie Weekly Fire Alarm test)
Paragraph 02	Where the responsible person identifies any fault with a lift for use by firefighters, evacuation lift or piece of essential fire-fighting equipment, the responsible person must take steps to rectify the fault.	Lifts & Fire-fighting Equipment Monthly Inspection Record	Monthly	Monthly (or more frequently ie Weekly Fire Alarm test)
Paragraph 03	Where a fault identified under paragraph (2) cannot be rectified within a 24-hour period beginning with the time the fault is identified, the responsible person must, as soon as reasonably practicable			
SECTION A	report the fault to the local fire and rescue authority by electronic means; and	Automatic Door Release (Fault/Repair) Report Evacuation Alert System (Fault/Repair) Report Fire Detection & Warning System (Fault/Repair) Report	As Required	Within 24 Hours of identification of fault

		<p>Firefighting / Evacuation Lift (Fault/Repair) Report</p> <p>Fire Suppression Systems (Fault/Repair) Reports</p> <p>Rising Mains (Fault/Repair) Report</p> <p>Smoke Control Systems (Fault/Repair) Report</p>		
SECTION B	report the rectification of the fault to the local fire and rescue authority by electronic means when it has been rectified	<p>Automatic Door Release (Fault/Repair) Report</p> <p>Evacuation Alert System (Fault/Repair) Report</p> <p>Fire Detection & Warning System (Fault/Repair) Report</p> <p>Firefighting / Evacuation Lift (Fault/Repair) Report</p> <p>Fire Suppression Systems (Fault/Repair) Reports</p> <p>Rising Mains (Fault/Repair) Report</p> <p>Smoke Control Systems (Fault/Repair) Report</p>	As Required	Within 24 Hours of identification of fault

<p>Paragraph 04</p>	<p>The responsible person must make a record of the monthly checks undertaken pursuant to this regulation and make that record accessible to the residents of the building.</p>	<p>Lifts & Fire-fighting Equipment Monthly Inspection Record</p> <p>Lifts & Fire-fighting Equipment Monthly Inspection Record (Evidence of making accessible to Residents)</p>	<p>Monthly</p>	
<p>Paragraph 05</p> <p>SECTION A</p>	<p>In this regulation - “essential fire-fighting equipment” means key fire-fighting equipment within the meaning of regulation 6(7) and any of the following located within the common parts of the building</p> <p>fire detection and fire alarm systems including any detectors linked to ancillary equipment such as smoke control systems,</p>			
<p>SECTION B</p>	<p>evacuation alert systems,</p>			
<p>SECTION C</p>	<p>automatic door release mechanisms linked to fire alarm systems;</p>			

Notes

“routine check” means a check that any lift or piece of equipment is in efficient working order and in good repair, carried out in accordance with the relevant industry standard or any recommendations made by the manufacturers of equipment within an operators’ manual.

REGULATION 08

H	Wayfinding signage	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
Paragraph 01	The responsible person in relation to a high-rise residential building must ensure that the building contains clear markings of floor identification and identification of domestic premises.	Wayfinding Signage Audit	On Installation/ Annual	Monthly Check
Paragraph 02	For the purposes of paragraph (1), the “markings” means an identification designed and located in accordance with the guidance in Volume 1 of Approved Document B(1) on each landing within the stairways and in the lift lobbies of the floor level marked in such a way as to be visible both in low level lighting conditions or when illuminated with a torch.			

REGULATION 09

H M M* L	Information to residents	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
Paragraph 01	<p>The responsible person must display fire safety instructions in a conspicuous part of any building</p> <p>which contains two or more sets of domestic premises; and which contains common parts through which residents would need to evacuate in the case of an emergency.</p>	Fire Safety Instructions (Evidence of display)		Monthly Check



<p>Paragraph 02</p> <p>SECTION A</p>	<p>The fire safety instructions must</p> <p>be in a comprehensible form that the residents can be reasonably expected to understand; and</p>	<p>Fire Safety Instructions</p>		<p>Annual</p>
<p>SECTION B (i)</p>	<p>instructions relating to the evacuation strategy for the building,</p>	<p>Fire Safety Instructions</p>		<p>Annual</p>
<p>SECTION B (ii)</p>	<p>instructions as regards how to report a fire to the fire and rescue authority, and</p>	<p>Fire Safety Instructions</p>		<p>Annual</p>
<p>SECTION B (iii)</p>	<p>any other instruction that tells residents what they must do when a fire has occurred.</p>	<p>Fire Safety Instructions</p>		<p>Annual</p>
<p>Paragraph 03</p> <p>SECTION A</p>	<p>The responsible person must provide a copy of the instructions referred to in paragraph (1)</p> <p>to a new resident of domestic premises within the building, as soon as reasonably practicable after that resident moves into the premises; and</p>	<p>Fire Safety & Fire Door Information (Evidence of resident sharing)</p>	<p>As required</p>	
<p>SECTION B</p>	<p>to all residents of domestic premises within the building within each period of 12 months beginning with the date these Regulations come into force.</p>	<p>Fire Safety & Fire Door Information (Evidence of resident sharing)</p>	<p>Annual / As required</p>	
<p>Paragraph 04</p>	<p>After any material changes to the instructions, the responsible person must display the fire safety instructions in accordance with paragraph (1) and provide a copy to residents.</p>	<p>Fire Safety & Fire Door Information (Evidence of resident sharing)</p>	<p>Annual / As required</p>	

REGULATION 10

H M M* L	Fire doors	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
Paragraph 01	<p>The responsible person, in relation to a building which contains two or more sets of domestic premises and which contains common parts through which residents would need to evacuate in the case of an emergency, must provide the required information about fire doors to the residents of the building.</p>	Fire Door Information	Annual	
Paragraph 02	<p>The required information referred to in paragraph (1) is information to the effect that</p>			
SECTION A	fire doors should be kept shut when not in use;	Fire Door Information	Annual	
SECTION B	residents or their guests should not tamper with the self-closing devices; and	Fire Door Information	Annual	
SECTION C	residents should report any faults or damages with doors immediately to the responsible person;	Fire Door Information	Annual	
Paragraph 03	<p>The required information must be provided by the responsible person</p>	Fire Safety & Fire Door Information (Evidence of resident sharing)	As required	
SECTION A	to a new resident of domestic premises in the building, as soon as reasonably practicable after that resident moves into the premises; and			

SECTION B	to all residents of domestic premises within the building, within each period of 12 months beginning with the date these Regulations come into force.	Fire Safety & Fire Door Information (Evidence of resident sharing)	Annual / As required	
H M M*	Fire doors	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
Paragraph 04	The responsible person, in relation to a building which contains two or more sets of domestic premises and which is above 11 metres in height, must use best endeavours to undertake checks of fire doors at the entrances of individual domestic premises in the building at least every 12 months.	Flat Entrance (Fire) Door Check	Annual	Monthly
Paragraph 05	The responsible person must keep a record of the steps taken to comply with the obligation in paragraph (4) including in any case where access to the domestic premises was not granted during any 12 month period, the steps taken by the responsible person to try and gain access.	Flat Entrance (Fire) Door Check	Annual	Monthly
Paragraph 06	The responsible person in relation to a building which contains two or more sets of domestic premises and which is above 11 metres in height, must undertake checks of any fire doors in communal areas of the building at least every 3 months.	Communal Area (Fire) Door Check	Quarterly	Monthly
Paragraph 07	The checks required by paragraphs (4) and (6) must include ensuring that the self-closing devices for the doors are working.			
Paragraph 08	For the purposes of this regulation, height measurement of a building is to be calculated to the height to the top storey in accordance with regulation 3(2)(a).	Building Height Statement	Annual	

REGULATION 11

 	Provision of documents to local fire and rescue authority	Evidence	Recurring Activity (Min)	Frequency (Best Practice)
SECTION A	<p>The responsible person in relation to a high-rise residential building must provide the local fire and rescue authority by electronic means with the documents specified in</p> <p>regulation 5 (design and materials in external walls); and</p>	External Wall Information	Annual review	Change Process
SECTION B	<p>regulation 6 (floor plans and building plan)</p>	Floor Plans Building Plan	Annual review	Change Process