

Duties of The Responsible Person

Under the Regulatory Reform (Fire Safety Order) 2005 (RRO2005) the management of fire safety rests with the 'Responsible Person'.

If a responsible person is not appointed this defaults usually to the owner or person in charge.

The duties of The Responsible Person include the following:

Regular inspection, testing and maintenance of both
ACTIVE (fire alarms, extinguishers etc.)
and **PASSIVE** (fire doors, seals, means of escape etc.) fire precautions.

(See our guide 'Servicing Routines')

Liaising with contractors to
ensure safe working practices
are used.

*(See our guide
'Liaising with Contractors')*

Keeping all '**Relevant Persons**'
informed of all fire related
matters.

Formulating the 'Emergency Plan'
for the safe evacuation of the
building.

Recording all fire related matters within the
log book.

A deputy should be appointed to provide cover for the Responsible Person.

In multi-occupied premises it is the duty of the 'Responsible Person' to cooperate
and liaise with other Responsible Persons in the building.

Definition of '**Relevant Person**'

Under the RRO2005 relevant persons is
defined as any person who is or may be lawfully
on the premises or is in the immediate
vicinity of the premises.