



STANDARD OPERATING PROCEDURE FIRE RISK ASSESSMENT

Governing standards and regulations:

- Regulatory Reform (Fire Safety) Order 2005 as amended
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- PAS 79 (Parts 1&2) 2020 – Fire Risk Assessment COP
- BAFF Competency Scheme SP205 Life Safety Fire Risk Assessment

SOP Number **002**

SOP Title **Fire Risk Assessment**

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Acronyms:

CAFM: Computer Aided Facilities Management

CPT: Corporate Property Team

FM: Facilities Management

F&R: Fire and Rescue

NCC: Norfolk County Council

FRA: Fire Risk Assessment

1. PURPOSE & SCOPE

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the management of life safety Fire Risk Assessments in properties managed by Norfolk County Council (NCC) Corporate Property Team (CPT). This SOP relates to all properties managed and/or maintained by NCC CPT and where the NCC CPT instructs a third party to assist the NCC CPT to undertake responsibilities as responsible person.

2. RESPONSIBILITIES

2.1 Responsible Person

The owner of any property is the responsible person as set out in Article 3 of the Regulatory Reform (Fire Safety) Order 2005, (External Reference 1). The responsible person is defined as **Norfolk County Council** for the purpose of this SOP. The duties of the responsible person can be delegated as detailed within Section 2.2, however, ultimately the responsible person (NCC) will remain accountable.

2.2 Responsibility by Proxy

As set out in Article 18 of the Regulatory Reform Fire Safety Order 2005 the Responsible person (NCC) can appoint one or more competent persons to assist in undertaking the preventative and protective measures. Operations Managers assigned to a specific portfolio in collaboration with the appointed



premises manager for the individual properties and or portfolios will undertake duties to assist the responsible person.

3. SPECIFIC PROCEDURE

3.1 Fire Risk Assessment Implementation & Review

The NCC CPT will implement a Fire Risk Assessment and Reviews Schedule by building risk profile according to the following:

- Construction Type (internal & external)
- Occupant Type - Purpose Groups 1 to 7 as defined in Approved Document B - Table 0.1 Classification of purpose groups. External Reference 2
- Occupant Numbers
- Building Usage (single or multiple use)
- Size of premises
- Proximity to neighbouring properties
- Location & Access for F&R services

Fire Risk Assessments Schedules will be set to the following risk levels:

- Level 1 – Bi-annual
- Level 2 – 3 Yearly
- Level 3 – 5 Yearly

Guide to risk level vs review timeframe

Property Designation	Height of premises	Purpose Built	Converted
General needs	18m and above	Level 1	Level 1
	11m up to 17.9m	Level 2	Level 1
	Under 11m	Level 3	Level 2
Ex-Sheltered Housing	Any	Level 1	Level 1
Extra Care	Any	Level 1	Level 1
Supported Living	Any	Level 1	Level 1
Offices			
Simple building layout	Under 11m	Level 3	Level 2
Simple building layout	11m up to 17.9m	Level 2	Level 1



Simple building layout	18m and above	Level 2	Level 1
Complex building layout	Under 11m	Level 2	Level 1
Complex building layout	11m up to 17.9m	Level 1	Level 1
Complex building layout	18m and above	Level 1	Level 1

Scheduled Task	Task ID	Frequency
NCC-TASK-01-18-01	Fire system risk assessment level 1	24 months
NCC-TASK-01-18-02	Fire system risk assessment level 2	36 months
NCC-TASK-01-18-03	Fire system risk assessment level 3	60 months

FRA reviews will be Annual and completed by the NCC CPT within the “Annual Property Inspection”

FRA renewal or reviews will be recorded in the CAFM System according to the Asset Naming Convention (Internal reference 1).

3.2 Other considerations

It is the NCC CPT’s duty to ensure all legal requirements are adhered to as per the following legislation:

Article 9 of the RRO (Regulatory Reform Fire Safety Order 2005)

(1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying



the general fire precautions needed to comply with the requirements and prohibitions imposed by or under this Order.

(2) Where a dangerous substance is, or is liable to be, present in or on the premises the risk assessment must include consideration of the matters set out in Part 1 of Schedule 1 of the Regulatory Reform Fire Safety Order 2005.

(3) Any such assessment must be reviewed by the responsible person regularly to keep it up to date and particularly if—

(a) there is reason to suspect that it is no longer valid; or

(b) there has been a significant change in the matters to which it relates including when the premises, special, technical, and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions,

and where changes to an assessment are required because of any such review, the responsible person must make them.

3.3 FRA Review or FRA Renew

For All NCC properties, the following definitions will apply:

- FRA Review is a review that the FRA is still valid by the responsible person.
- FRA Renew is a new full on-site FRA.

3.4 FRA Review

Fire Risk Assessments must be reviewed regularly and when there is reason to believe that they are no longer valid, for example:

- an outbreak of fire
- a fire related near miss
- remedial actions have not been closed out or addressed
- changes to work processes within the building, including the introduction of new equipment
- the failure of existing fire precautions e.g., fire detection and alarm systems
- delays in the time to evacuate a building during the fire practices
- significant changes to furniture or fittings
- alterations to the building, including internal layout



- the introduction, change of use or increase in the storage of hazardous substances
- a change of use or occupancy of the building
- an increase in the number of people present
- the presence of people with some different or specific form of disability, and
- At least Annually

When a full FRA is to be undertaken, as prescribed using the method shown in Section 3(1), this will be undertaken by a competent Fire risk Assessor with the following accreditations:

- BAFE SP205 life safety accreditation (External Reference 5)
- FDIS/BWF Fire Door Inspections Accreditation (External Reference 6)

3.5 Record Keeping

Logs of all FRA's, inspections, and any remedial action taken must be maintained. This is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005.

3.6 Remedial actions

The NCC CPT FM Operations Manager will set up scheduled tasks for any remedial actions as recommended by the FRA on the adopted CAFM system utilizing the Asset Naming Convention document for task naming. Additional guidance regarding CAFM task set up can be found on the CAFM System training material.

4. FORMS/TEMPLATES TO BE USED

Annual Property Inspection as detailed in SOP 008 (Internal Reference 2)

5. INTERNAL AND EXTERNAL REFERENCES

All references can be found in the Reference Library in the Microsoft Teams FM channel

5.1 Internal References

1. Asset naming convention
2. SOP 008 H&S building inspections



5.2 External References

1. Regulatory Reform Fire Safety Order 2005 as amended
2. Approved Document B - Table 0.1 Classification of purpose groups
3. Fire Safety (England) Regulations 2022
4. Fire Safety Act 2021
5. BAFE SP205 life safety accreditation
6. FDIS/BWF Fire Door Inspections Accreditation
7. PAS 79 (Parts 1&2) 2020 – Fire Risk Assessment COP

6. CHANGE HISTORY

Where the SOP is the initial version:

- SOP No: Record the SOP and version number
- Effective Date: Record effective date of the SOP or “see page 1”
- Significant Changes: State, “Initial version” or “new SOP”
- Previous SOP no.: State “NA”.

Where replacing a previous SOP:

- SOP No: Record the SOP and new version number
- Effective Date: Record effective date of the SOP or “see page 1”
- Significant Changes: Record the main changes from previous SOP
- Previous SOP no.: Record SOP and previous version number

SOP no.	Effective Date	Significant Changes	Previous SOP no.
002	01/12/24	Rebranding to NCC specifications	002