



West Sussex Fire & Rescue Service

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Monday, 19 December 2022

Fire Safety (England) Regulations 2022

Essential information for responsible persons of multi-occupied residential buildings.

To the responsible person/s,

Please accept this letter as an update to previous communications you may have already received from us regarding the Fire Safety (England) Regulations 2022.

Two pieces of legislation have now been brought forward that impact you and your duties as a responsible person (RP) of a residential building.

The [Fire Safety Act 2021](#) commenced on 16 May 2022. The Act amends the [Regulatory Reform \(Fire Safety\) Order 2005](#) (the "Fire Safety Order"). It applies to any building containing two or more sets of domestic premises.

The [Fire Safety \(England\) Regulations 2022](#) have been introduced to meet the recommendations with Phase 1 of the Grenfell Tower Inquiry.

These regulations will require action from you, as they impose significant new legal requirements for responsible persons. An overview is provided below, but it is important you familiarise yourself with the Regulations and the legal requirements they impose and the full guidance and factsheets which have been made available by the Home Office and provided via the links below.

We are keen to work with you and we urge you to begin planning now, if you haven't already, to be prepared for the changes which come fully into force on 23 January 2023. We will be running online Q&A sessions in January to offer further support and answer queries, please see below for further details.

Further information on next steps is included below.

The Fire Safety Act

The Fire Safety Act provides greater clarity on the areas which you are responsible for within the building/s for which you are the responsible person. You are responsible for:

- the structure and external walls of the building, including anything attached to the exterior of those walls, such as cladding, balconies and windows; and
- entrance doors to individual flats that open into common parts.

You are under the legal duty to manage and reduce the risk of fire for these parts of the building. Your fire risk assessment will need to consider these parts. When auditing your building, we will need to see that these have been assessed in your fire risk assessment, or how you plan to assess these.

Fire Risk Assessment Prioritisation Tool

The National Fire Chiefs Council (NFCC) has supported the Home Office to produce the Fire Risk Assessment Prioritisation Tool, which is available within *The Fire Safety Act commencement prioritisation guidance* [here](#).

The Tool aims to help responsible persons develop a strategy to prioritise your buildings to update your fire risk assessments to ensure they include an assessment of the fire safety risks of external walls.

The Tool is only a guide that is based on a defined set of characteristics that may apply to your building. If you are aware of any other factors impacting the overall residual risk of your building that are not considered in the Tool, you should prioritise the review of that building's Fire Risk Assessment.

The tool does not remove the need or requirement for both responsible person and fire and rescue services to act upon known or suspected risks, even where those premises are determined as low or very low priority by the tool.

The Fire Safety Regulations

You should make sure you are clear on what you will need to do in accordance with the Regulations in time for 23 January 2023. Below is a summary of the requirements of the Regulations, the detail of which you need to familiarise yourself with via the links included in this letter.

The Regulations require RPs in multi-occupied residential buildings to take specific actions, depending on the height of the building:

- some provisions apply regardless of height
- more are needed once a building reaches 11 metres, and
- further requirements are introduced when a building reaches 18 metres (or 7 storeys) or more (these are referred to as high-rise buildings).

The regulations make it a requirement in law for responsible persons of high-rise blocks of flats to provide certain information to Fire and Rescue Services. This information will assist us with our operational tactical plans.

In all multi-occupied residential buildings with two or more sets of domestic premises, responsible persons will be required to:

- **Fire Safety Instructions:** You must provide clear and relevant fire safety instructions to your residents, which include instructions on how to report a fire

and any other instruction which sets out what a resident must do once a fire has occurred, based on the building's evacuation strategy.

- **Fire Door Information:** You must provide residents with information relating to the importance of fire doors in fire safety.

In residential buildings with storeys over 11 metres in height, responsible persons will also be required to:

- **Fire Doors:** Undertake best endeavours to carry out annual checks of flat entrance doors. You must undertake quarterly checks of all fire doors in the common parts.

In high-rise residential buildings (18m or 7 storeys or more), responsible persons will also be required to:

- **Building Plans:** Provide West Sussex Fire and Rescue Service (for buildings within West Sussex) with up-to-date building floor plans by electronic means and to place a hard copy of these plans, alongside a single page building plan which identifies key firefighting equipment, in a secure information box on site.
- **External Wall Systems:** You must provide us with information about the design and materials of a high-rise building's external wall system and to inform us of any material changes to these walls. They will be required to provide information in relation to the level of risk that the design and materials of the external wall structure gives rise to and any mitigating steps taken.
- **Lifts and other Key Fire-Fighting Equipment:** You must undertake monthly checks on the operation of lifts intended for use by firefighters, and evacuation lifts in your building and check the functionality of other key pieces of firefighting equipment. **You will be required to report any defective lifts or equipment to us as soon as possible after detection if the fault cannot be fixed within 24 hours**, and to record the outcome of checks and make them available to residents.
- **Secure Information Boxes:** You must install and maintain a secure information box in your building, which must contain the name and contact details of the RP and hard copies of the building floor plans.
- **Wayfinding Signage:** You must install signage visible in low light or smoky conditions that identifies flat and floor numbers in the stairwells of relevant buildings.

Next steps

In relation to the Fire Safety Act 2021, it is important that you now review the guidance about when and how to update your fire risk assessments. This has been published by the Home Office and outlines how to use the Fire Risk Assessment Prioritisation Tool (the FRAPT), to start forming your fire risk assessment review prioritisation strategies. You can read more about the *The Fire Safety commencement prioritisation guidance* on [the Government website](#).

We would also encourage you to begin preparing to comply with the Regulations in other ways. For example, you can begin work now on installation of wayfinding

signage, and procurement of secure information boxes where required. You should also be preparing your additional information to share with us by 23 January 2023, however, we do not recommend you submit your information to us at this stage.

Our website has been updated to provide information and advice on the Regulations, please go to www.westsussex.gov.uk/firesafetyact. The site will also provide the platform by which you should share specific information with WSFRS as required by the Regulations for buildings within West Sussex which are over 18m / 7 storeys.

- All information should be shared electronically, we cannot accept hardcopies.
- Building plans should be sent via email in PDF format.
- Standard templates will be accessed via the website to enable information regarding the external wall construction and reporting of faults and repairs of key firefighting equipment.

Further information

The [NFCC website](#) is being kept up-to-date with relevant information.

You can read about [The Fire Safety Act](#) on the Government's website along with [a series of factsheets](#).

The Fire Safety (England) Regulations can be found [on the UK Government website](#).

The Home Office has produced the guidance [Check your fire safety responsibilities under the Fire Safety \(England\) Regulations 2022](#) to assist you to comply, and a series of [fact sheets](#) which provide information on what the Regulations mean in England:

- [Overview Fact Sheet](#)
- [Secure Information Box Fact Sheet](#)
- [Design and Materials of External Walls Fact Sheet](#)
- [Floor Plans and Building Plan Fact Sheet](#)
- [Lifts and Essential Fire-fighting Equipment Fact Sheet](#)
- [Wayfinding Signage Face Sheet](#)
- [Information to Residents Fact Sheet](#)
- [Fire Doors Fact Sheet](#)

We will be hosting two online Q&A sessions in January to offer further support and answer any queries. Should you wish to register to attend one of these half hour sessions, please click on the relevant date below. If you are receiving this letter via hard-copy, please email via the contact details above and you will be sent a link to the Eventbrite booking form.

- **Tuesday 17 January 5.30pm – 6pm**
- **Wednesday 18 January 1pm – 1.30pm**

If you have any questions, please contact us at West Sussex Fire and Rescue Service, Fire Safety department using the details above.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'A.L. Link', written in a cursive style.

Abigail Link

Station Manager

Fire Safety Business Engagement and Primary Authority Manager

West Sussex Fire and Rescue Service