

**Headquarters**

Hindlip Park  
Worcester  
WR3 8SP

**Tel** 0345 122 4454

**Web** www.hwfire.org.uk

**Email** info@hwfire.org.uk



HEREFORD & WORCESTER

**HWFR**  
FIRE AND RESCUE SERVICE

RR01

Chief Fire Officer / Chief Executive  
Jonathon Pryce MBA, Dip, GFireE

The Salvation Army  
Ombersley Way  
Droitwich  
WR9 0AB

For the attention of [REDACTED]  
Sent via email:- droitwich.spa@salvationarmy.org.uk

Our reference S2600013/239845/DSW/kl  
Please ask for [REDACTED]  
Telephone [REDACTED]  
Email [REDACTED]  
Date 14 May 2024

Dear [REDACTED]

**The Regulatory Reform (Fire Safety) Order 2005  
FIRE SAFETY INSPECTION - APPOINTMENT LETTER  
The Salvation Army, Ombersley Way, Droitwich, WR9 0AB**

To ensure your premises are safe in the event of fire a Fire Safety Inspection is now required.

An Inspection is scheduled for **4 June 2024, at 12:30** by [REDACTED].

If your business is in a Primary Authority Partnership, please contact me prior to the scheduled appointment.

Changes to the Regulatory Reform (Fire Safety) Order 2005 came into force on 1 October 2023, which place additional fire safety responsibilities on the 'responsible person' for each building. To find out more information about the changes and what you need to do, please see the guidance on the government website <https://www.gov.uk/government/publications/check-your-fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022/fire-safety-responsibilities-under-section-156-of-the-building-safety-act-2022>

In order to help me ascertain whether the provisions of the Regulatory Reform (Fire Safety) Order 2005 apply or have been complied with, and to identify responsible persons in relation to the premises, please provide the following information within **21 days** from the date of this letter. This is a formal request for information under with Article 27 of the Regulatory Reform (Fire Safety) Order 2005; failure to provide the information without reasonable excuse is a criminal offence which may result in prosecution and an unlimited fine:-

- a. the name and address of the person/company responsible for fire safety at the premises.
- b. a copy of your current fire risk assessment of the premises.
- c. the name and address of any person/company who assisted you in carrying out your fire risk assessment.
- d. a copy of your current plan to reduce hazards and risks, and to implement any necessary protective measures.
- e. any records of relevant fire safety information.
- f. details of any risk-based guidance used.
- g. the names and addresses or any other persons/companies who have fire risk management duties or responsibilities in relation to the premises.
- h. Information passed to tenants (where relevant).

**Responding** in the time of need

**Protecting** from fire and other risks

**Preventing** harm and promoting well being

The appropriate Fire Risk Assessment Guide relevant to your premises can be found at [www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments](http://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments). You can also find local fire safety advice on our website at [www.hwfire.org.uk/safety-and-advice/business-safety](http://www.hwfire.org.uk/safety-and-advice/business-safety).

If you require any additional advice, or want to ask questions about this letter, please contact me.

Yours faithfully



Authorised Fire Safety Inspector  
on behalf of Hereford & Worcester Fire Authority

## **ADVISORY NOTES – WHAT TO EXPECT**

Full details of our inspection process are available at [www.hwfire.org.uk](http://www.hwfire.org.uk).

### **FIRE SAFETY INSPECTOR**

I will show you evidence of my authority and will be happy to explain my powers to you.

### **FIRE SAFETY STANDARDS**

As part of the visit, I will look at the fire safety standards in all or part(s) of the building. I will consider that safety against appropriate recognised standards. I may also wish to talk to employees to confirm their level of fire safety awareness.

### **DOCUMENTATION USUALLY REQUIRED DURING THE VISIT**

During the visit I will need to view the following documents, where applicable, to your premises. If possible please email these to me prior to the visit. If you are unable to email any of the documents, please ensure they are available at the time of the inspection:-

- Records of staff training and fire drills.
- Records of testing and maintenance of fire fighting equipment (extinguishers).
- Records of testing and maintenance of all fire safety provisions including; fire alarm, emergency lighting, sprinkler and smoke ventilation and fire resisting doors.

### **PRIVACY NOTICE/DATA PROTECTION**

For a copy of our Service privacy notice please visit <http://www.hwfire.org.uk/assets/files/privacy-notice-business-fire-safety-may-20.pdf> and for further details about our Service data protection principles, please go to <http://www.hwfire.org.uk/your-right-to-know/data-protection/>.