

E: FireSafetyConsultation@gov.scot

Dear Consultee

Practical Fire Safety Guidance for Existing Non-Residential Premises

This letter invites your views on new revised Practical Fire Safety Guidance for Existing Non-Residential Premises. This guidance aims to help those responsible for fire safety in premises such as offices, shops, nurseries and entertainment venues meet their legal duties.

The guidance is relevant for most businesses which do not offer sleeping accommodation, and will replace the series of sector specific guides for non-domestic premises that are currently available on the [Scottish Government FireLaw webpages](#). These guides provide practical fire safety guidance for dutyholders to help them meet their requirements under the Fire (Scotland) Act 2005 and are in need of review and revision.

This new volume of revised guidance covers existing non-residential premises without sleeping accommodation, such as offices, shops and entertainment venues. It consolidates and will supersede the following existing guides:

- Practical Fire safety Guidance for Educational and Day Care for Children Premises: February 2008
- Practical Fire Safety Guidance for Places of Entertainment and Assembly: December 2007
- Practical Fire Safety Guidance for Factories and Storage Premises: February 2008
- Practical Fire safety Guidance for Offices, Shops and Similar Premises: February 2008
- Practical Fire Safety Guidance for Transport Premises: February 2008

These five guides contain a substantial amount of duplication and we believe that reducing the number of guides will make them easier to use for duty holders and enforcers, and provide greater clarity on the relevant guide for a particular premises.

The new guidance contains a number of editorial changes to the existing 5 guides, and contains improvements to text to aid understanding of content and greater use of explanations. Other changes include the removal of technical annexes and the incorporation

of the content into the chapters so that subject information sits together, and a refinement of the risk assessment process to be more closely aligned to the legislation.

The new guidance does not seek to impose new standards, nor is it intended to impose more onerous benchmarks: the requirements are set out in the Fire (Scotland) Act 2005 and the guidance is designed to assist duty holders in meeting them.

This is the first of two volumes of guidance which will be consulted on. A second volume, covering premises which provide sleeping accommodation will be developed following this consultation. The comments received from you will inform the development of the second volume, which we will also consult on in due course.

An Equality Impact Assessment and a Partial Business and Regulatory Impact Assessment are also available, and we would welcome any comments you may have on each of these documents, as well as on the guidance.

We appreciate many businesses will be busy over the Christmas and New Year period, and therefore have extended the consultation period by an extra 2 weeks, from the standard 12 to 14 weeks, to provide them with more time to consider the draft guidance and respond.

Yours faithfully

A handwritten signature in blue ink that reads "M Tierney". The signature is written in a cursive style with a long horizontal stroke above the "T".

Maggie Tierney
Head of Fire and Rescue Unit
Safer Communities Division

Responding to this consultation paper

We are inviting written responses to this consultation paper by **06 March 2017**. You can respond either by:

Using the online response form available on the Scottish Government consultation webpages at:

<https://consult.scotland.gov.uk/fire-and-rescue/fire-safety-guidance-for-existing-non-residential>

or

by sending your response with the completed Respondent Information Form to:

FireSafetyConsultation@gov.scot

or

Fire Safety Consultation
Fire and Rescue Unit
Area 1W
St. Andrews House
Regent Road
Edinburgh
EH1 3DG

If you have any queries regarding the consultation please contact Richard Hastings on 0131 244 2388.

We would be grateful if you would use the consultation questionnaire provided or clearly indicate in your response which questions or part of the document that you are responding to as this will assist in our analysis of all the responses received.

This consultation, and all other Scottish Government consultation exercises, can be viewed online on the consultation web pages of the Scottish Government website at:
<http://www.scotland.gov.uk/consultations>.

The Scottish Government has an email alert system for consultations, <http://register.scotland.gov.uk>. This system allows stakeholder individuals and organisations to register and receive a weekly email containing details of all new consultations (including web links). It complements, but in no way replaces Scottish Government distribution lists, and is designed to allow stakeholders to keep up to date with all Scottish Government consultation activity, and therefore be alerted at the earliest opportunity to those of most interest. We would encourage you to register.

Handling your response

We need to know how you wish your response to be handled and, in particular, whether you are happy for your response to be made public. **Please ensure you complete and return the Respondent Information Form (RIF) which forms part of the consultation questionnaire.** This will ensure that we treat your response appropriately. If you ask for your response not to be published we will regard it as confidential, and treat it accordingly.

All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

Next steps in the process

Where respondents have given permission for their response to be made public and after we have checked that they contain no potentially defamatory material, responses will be made available to the public on the Scottish Government consultation web pages by **03 April 2017**.

What happens next?

Following the closing date, all responses will be analysed and considered along with any other available evidence. We aim to issue a report on this consultation process by **05 May 2017**.

Comments and complaints

If you have any comments about how this consultation exercise has been conducted, please send them to:

Richard Hastings
Fire and Rescue Unit
Area 1W
St. Andrews House
Regent Road
Edinburgh
EH1 3DG

Richard.Hastings@gov.scot

Consultation on Practical Fire Safety Guidance for Existing Non-Residential Premises

RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

Phone number

Address

Postcode

Email

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
 Publish response only (anonymous) – Individuals only
 Do not publish response

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes
 No

CONSULTATION QUESTIONS

1. Five fire safety guides are being combined to assist with reference and future updating, do you have any suggestions for improving the structure of the combined guide?

Comments

2. Are there any changes that should be made to the content of the revised guide? Please indicate changes by reference to paragraph number and include suggested replacement text and the reason for the change.

Comments

3. Is there any information or guidance that is not covered in the revision which you think needs to be included?

Comments

4. Do you have any other comments on the guidance document?

Comments

5. An Equality Impact Assessment and a Partial Business and Regulatory Impact Assessment are also available, and we welcome any comments you may have on each of these documents.

Comments