

Workplace Reference: 3812/801/01	Serial number of notice: [REDACTED]
----------------------------------	-------------------------------------

**CROWN PREMISES INSPECTION GROUP  
CROWN ENFORCEMENT NOTICE**

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005 ARTICLE 30**

<b>Name(s) of person(s) on whom the notice is served.</b>	(1) Ministry of Justice (employer/responsible person) Selborne House 54 Victoria Street London SW1E 6QW	(2) The Chief Executive National Offender Management Service 2 Marsham Street London SW1P 4DF
	(3) The Director General HM Prison Service Cleland House Page Street, London SW1P 4LN	(4) [REDACTED]
<b>Address of the workplace to which the notice relates.</b>	[REDACTED] er	
<b>Crown Department responsible for the workplace.</b>	Ministry of Justice Selborne House 54 Victoria Street London SW1E 6QW	
<b>Fire Inspector dealing</b>	<b>Name:</b> [REDACTED]	<b>Tel. (Mobile):</b> [REDACTED] <b>Tel. (office):</b> 020 7944 5789
	<b>E. Mail:</b> [REDACTED]	
<b>Chief Fire &amp; Rescue Advisors Unit Crown Premises Inspection Group</b>	<b>Address:</b>  Group Manager Crown Premises Inspection Group Chief Fire & Rescue Advisors Unit Communities and Local Government PO Box 50200, Floor 5C Allington Towers 19 Allington Street London SW1E 5WY	<b>Tel:</b> 0207 944 5789
		<b>E. Mail:</b> CPIG @communities.gsi.gov.uk

I, [REDACTED], a fire inspector appointed by the Secretary of State under section 28 of the Fire and Rescue Services Act 2004, hereby give you notice that I am of the opinion that, as a person being under an obligation to do so, you have failed to comply with the requirements placed upon you by *the Regulatory Reform (Fire Safety) Order 2005* in respect of the above named workplace and the employees who work therein.

2. The matters which I consider constitute the failure(s) to comply with the *Regulatory Reform (Fire Safety) Order 2005* are specified in the Schedule to this notice.

3. I am further of the opinion that the steps identified in the Schedule to this notice or other means of remedying the failure; must be taken to remedy the specified failure(s) to comply with *the Regulatory Reform (Fire Safety) Order 2005*

4. Unless the necessary steps identified in the Schedule to this notice have been taken within the time limit stated in this notice you will be deemed not to have complied with this notice and the Crown Premises Inspection Group may consider further action. You may however apply for an extension to this time limit (see the attached Notes).

Signed

[REDACTED]

Fire Inspector  
Crown Premises Inspection Group

Dated 19/07/07

**ENFORCEMENT NOTICE NO. [REDACTED]**

**Schedule**

Relevant article of the Regulatory Reform (Fire Safety) Order 2005	Reason for non compliance	Steps considered necessary to remedy the failure to comply	Time scale to address failure
Article 8 [Article 4(b) & 4(c)]	<p>8. —(1) <i>The responsible person must—</i>  <i>(a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees.</i>                      4. —(1) <i>In this Order "general fire precautions" in relation to premises means;</i>  <i>(b) measures in relation to the means of escape from the premises;</i>  <i>(c) measures for securing that, at all material times, the means of escape can be safely and effectively used;</i></p> <p>Unprotected means of escape from the office accommodation and excessive travel distance from dead end conditions in the office area</p>	<p>Ensure a competent person risk assesses the means of escape and provide suitable and sufficient preventive and protective measures.</p> <p>One means of compliance would be to provide a protected means of means of escape in the office accommodation.</p>	120 days

Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the Crown Premises Inspection Group, need to be taken in order to comply with the workplace fire precautions legislation.

**Note:** Notwithstanding any consultation with other enforcing authorities undertaken by the Crown Premises Inspection Group, before you make any alterations to the workplace which constitutes building works you must apply to your local building control body (the local authority or an approved inspector) for any necessary approvals and to any other body which has a statutory interest in the workplace if their permission is required for those alterations to be made.

## APPEALS

There may be occasions when Government departments, individuals or organizations feel unhappy with the inspection process or with some other aspect of enforcement activity. The Crown Premises Inspection Group recognizes this and, even though the legal appeals provisions of the Regulations do not apply to Crown Premises the group offers an avenue of appeal through its complaints procedure.

Complaints and criticism form an important feedback mechanism which can help the Crown Premises Inspection Group improve the service it offers. All matters are taken seriously and will receive sensible and urgent consideration.

The complaints procedure is as follows:

1. If you feel aggrieved you should make a complaint within 21 days from the day the enforcement notice is served. The first action you should take is to refer the matter to the fire inspector who carried out the inspection by contacting him direct or through the Crown Premises Inspection Group. The name and contact details can be found above in the notice. Most matters can be dealt with by this procedure which can also help clear up any misunderstandings, explain methodologies and agree alternative methods of achieving the objective.
2. In the event of failure of the first action you should refer the matter to the Crown Premises Inspection Group Manager through one of the methods of contact listed above. An informal discussion should resolve most outstanding complaints.

If the above informal procedure fails to resolve your complaint then you should write formally to Chief Fire & Rescue Advisers Unit detailing the grounds for your complaint. The address to write to is:

Chief Fire & Rescue Advisers Unit  
Communities and Local Government  
PO Box 50200  
Floor 5C  
Allington Towers  
19 Allington Street  
London SW1E 5WY

## Notes

The Regulatory Reform (Fire Safety) Order 2005 binds the Crown, except for the enforcement and prosecution provisions. Even though the Crown has immunity from enforcement and prosecution under health and safety legislation (including fire) it is not the intention of the Crown to put relevant persons at any greater risk in its premises than relevant persons in non-Crown premises. To safeguard relevant persons in Crown premises from a Crown failure to comply with health and safety legislation, the Cabinet Office has therefore issued clear guidelines to all Crown departments and agencies through the Civil Service Management Code. The code requires full compliance with the provisions of any legislation which binds the Crown, or any other legislation which Ministers consider should apply, as if it were binding on the Crown. Any department which considers that the law or the guidelines should not apply in any particular case must first obtain exemption from the Cabinet Office.

Enforcing authorities for Crown premises treat any health and safety legislation as if the Crown was fully subject to the legislation but apply modified 'enforcement' procedures. The method of 'enforcement' employed by Crown fire inspectors' follows a similar procedure to the legal procedure used by enforcing authorities for non-Crown premises. This means that, where appropriate, an 'enforcement' notice will be served on the responsible person and any other person who may be deemed to be responsible, in the same way as if the legal enforcement provisions applied. Any person to whom a notice has been issued who does not feel that they are responsible under the Order for the safety of relevant persons in the premises should follow the appeals procedure in the notice.

If you wish to discuss the notice further you should, in the first instance, contact the fire inspector detailed in the notice

2. You may 'appeal' against an enforcement notice served by using the complaints procedure detailed above. An 'appeal' may be brought on the grounds that you think that:
  - (a) the service of an enforcement notice was based on an error of fact;
  - (b) the service of the enforcement notice was wrong for any reason;
  - (c) the fire inspector erred in the exercise of his discretion in serving the enforcement notice.

Without prejudice to the grounds of 'appeal' set out in paragraphs (a) to (c) above, examples of other situations which may be the subject of an 'appeal' are where:

- (d) you dispute any of the facts in the notice which detail the steps which have to be taken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 ;
  - (e) you think that an unreasonable time period has been set for the taking of the steps set out in the notice.
3. The fire inspector may grant, at his discretion, an extension (or further extension) of the time specified for the steps to be taken. Application for an extension of time should be addressed to the inspector at the address detailed in the notice.

To assist with administrative procedures, it would be helpful if you could quote the reference number at the top of this notice) when dealing with the Crown Premises Inspection Group.