

Insert address

Markets Service

34 George Street
Leeds LS2 7HY

Contact: Chris Ashby

Tel: 0113 378 1950

Fax: 0113 214 5177

email: chris.ashby@leeds.gov.uk

xx March 2022

Dear *insert name*

IMPORTANT LEGAL REQUIREMENT - FIRE RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005 regulations place a requirement on **all** employers to undertake a suitable and sufficient fire risk assessment of the premises for which they are responsible.

The Markets service has reviewed and updated the risk assessment for the areas of the market under its direct control. This assessment highlights the requirement for the Markets service to assure itself that all tenant's units in the market are as safe as reasonably practicable with regard to fire prevention and control.

As a tenant/employer in your own right you are also obliged to meet legal requirements by undertaking a fire risk assessment and making those findings available to your employees and anyone (including Leeds City Council and the Fire Service) who may be affected by fire risks in units.

As part of this requirement you must be able to demonstrate that you have undertaken an assessment to identify all potential fire risks within your unit(s) and also the control measures you have put in place to eliminate, or reduce, the risk of fire originating in the unit(s).

Consequently the Markets service again require all tenants to undertake their own fire risk assessment for their unit(s). For tenants employing more than five employees then the fire risk assessment must be recorded.

To assist in this process a standard fire risk assessment form, including guidance notes, has been prepared by the Markets service to enable you to undertake the fire assessment in a simple and consistent manner and to record your findings.

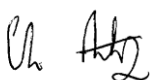
A blank risk assessment form and guidance notes are attached to this letter, additional copies are available from the Information Centre or alternatively they can be obtained via email from chris.ashby@leeds.gov.uk.

You are now required to undertake the fire risk assessment and complete the attached Markets service fire risk assessment form. The completed form must be updated as required during the year and be readily available for inspection by the Fire service and Council officers if requested - you are advised to display a copy of the completed form in a prominent position in your unit and to retain a copy for your records.

Please note you do not need to use this form, you may choose to use another suitable fire risk assessment document if you wish.

If you require assistance in completing the form or require any additional information then please do contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ch Ashby'.

Chris Ashby
Deputy Markets Manager