

NFDI PRACTICAL GUIDE 3

Understanding Responsibilities as a Duty Holder



Ref: PG3-2025

Why Duty Holder Responsibilities Matter

Clear understanding of fire safety responsibilities is vital for compliance and life safety. Fire doors form a critical part of a building's fire strategy — but only when inspected, maintained, and managed by those with clearly defined duties. The Regulatory Reform (Fire Safety) Order 2005 and the Building Safety Act 2022 place legal obligations on those responsible for premises to ensure fire doors are functional, documented, and regularly inspected.

Who Is a Duty Holder?

A duty holder is any individual or organisation with legal responsibility for fire safety within a building. This includes landlords, employers, building owners, managing agents, and contractors. The term 'Responsible Person' under the Fire Safety Order often refers to the landlord or employer — the person who has control of the premises or employs people there.

Key Fire Door Responsibilities

The table below outlines key duty holder roles, their primary responsibilities, the legal framework, and recommended actions to maintain compliance with UK fire safety law.

Role	Primary Responsibilities	Legal Reference	Recommended Action
Responsible Person (Landlord or Employer)	Ensure all fire doors are inspected, maintained, and kept in working order. Keep records of inspections.	Fire Safety Order 2005, Articles 8–22	Appoint competent persons such as NFDI for annual inspections and act promptly on reports.
Accountable Person	Oversee safety of higher-risk buildings, ensuring fire doors meet Building Safety Act standards.	Building Safety Act 2022	Develop and maintain the 'Golden Thread' of building safety information, including fire doors.
Building Owner / Freeholder	Provide resources and authority for maintenance and compliance activities.	Fire Safety (England) Regulations 2022	Budget for regular inspection programmes and ensure evidence of compliance is retained.
Facilities or Building Manager	Conduct regular visual checks and log any damage or defects. Oversee remedial works.	Fire Safety Order 2005, Reg. 17	Use NFDI checklists for monthly reviews and coordinate professional inspections.
Contractor / Maintenance Provider	Install, repair, or replace doors using certified components only.	BS EN 1634 & Building Regulations Part B	Ensure all works are documented and compliant with relevant certification standards.

Legal Framework

The main UK legislation governing fire door responsibilities includes:

- The Regulatory Reform (Fire Safety) Order 2005 — establishes duties for the Responsible Person.
- The Fire Safety (England) Regulations 2022 — adds inspection requirements for multi-occupied buildings.
- The Building Safety Act 2022 — introduces the Accountable Person role for higher-risk buildings and mandates record-keeping.

Practical Compliance Tips

- Carry out monthly visual checks of all fire doors.
- Use certified inspectors (e.g., NFDI) for annual inspections.
- Record and act upon all findings promptly.
- Maintain clear documentation to demonstrate compliance.
- Report recurring issues to the Responsible or Accountable Person.

Why Use NFDI

NFDI provides comprehensive, certified fire door inspection services nationwide. Each report includes photographic evidence, compliance grading, and remedial recommendations. By using NFDI, duty holders can demonstrate proactive management of fire safety under UK law and support the Golden Thread of the Building Safety Act.

Nationwide Fire Door Inspections (NFDI)

- 020 3642 9188 • enquiries@nationwidefiredoorinspections.co.uk • www.nationwidefiredoorinspections.co.uk
- ©2025 Nationwide Fire Door Inspections. All rights reserved