

1964 No. 605

SHOPS AND OFFICES

The Offices, Shops and Railway Premises Forms Order 1964

<i>Made</i> - - - -	23rd April 1964
<i>Coming into Operation—</i>	
<i>Article 5 and Schedule 4</i>	1st August 1964
<i>Remainder</i> - -	1st May 1964

The Minister of Labour by virtue of the powers conferred on him by sections 29(2), 46(5), and 48 of the Offices, Shops and Railway Premises Act 1963(a) (hereafter in this Order referred to as "the Act") and of all other powers enabling him in that behalf, hereby makes the following Order:—

1.—(1) This Order may be cited as the Offices, Shops and Railway Premises Forms Order 1964 and shall come into operation on 1st May 1964, except Article 5 and Schedule 4 which shall come into operation on 1st August 1964.

(2) The Interpretation Act 1889(b) shall apply to the interpretation of this Order as it applies to the interpretation of an Act of Parliament.

2. An application for the issue of a fire certificate under section 29(2) of the Act—

(a) with respect to any railway premises and any office and shop premises, being office and shop premises owned or occupied by railway undertakers and situate in the immediate vicinity of the permanent way, shall be in the form set out in Part I of Schedule 1 to this Order and shall contain the particulars therein specified; and

(b) with respect to any office and shop premises, other than the office and shop premises specified in paragraph (a) of this Article, shall be in the form set out in Part II of Schedule 1 to this Order and shall contain the particulars therein specified.

3. An application for an exemption of, or of a room in, any office, shop or railway premises from a requirement imposed by a provision of the Act under section 46(5) of the Act shall be in the form set out in Schedule 2 to this Order.

4. A certificate required under section 46(5) of the Act to accompany an application such as is mentioned in the last foregoing Article of this Order shall be in the form set out in Schedule 3 to this Order.

5. A notice of an accident in any premises to which the Act applies required to be given under section 48(1) of the Act, shall be in the form set out in Schedule 4 to this Order and shall contain the particulars therein specified.

Dated 23rd April 1964.

Joseph Godber,
Minister of Labour.

Article 2

Form OSR.8

SCHEDULE 1

PART I

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

APPLICATION FOR CERTIFICATE AS TO MEANS OF ESCAPE IN CASE OF FIRE

Form prescribed by the Minister of Labour for the purpose of section 29(2) of the Offices, Shops and Railway Premises Act 1963

To the Clerk of the Fire Authority*
H.M. Inspector of Factories*

Dear Sir,

I hereby apply for a certificate as to means of escape in case of fire in respect of premises, details of which are given below.

Yours faithfully,

Name of railway undertaking..... Signature of person authorised to sign on behalf of the undertaking.....

Address..... Date.....

Telephone No.....

To be completed by applicant:—

1. Postal address of building containing premises covered by this application:.....

2. Details of premises covered by Act:

	<i>Greatest number of persons employed (or proposed to be employed) at any one time</i>	<i>Location (where appropriate)</i>	<i>If more than twenty persons are expected to resort to the premises at one time, please estimate their maximum number</i>
(a).....
(b).....
(c).....
(d).....
(e).....
(f).....

- 3. If there is a factory in the building (or part covered by this application), what is the greatest number of persons employed there at any one time?
- 4. Are any persons in the premises mentioned at 2 above regularly employed
 (a) higher than the first floor of the building—YES/NO
 —YES/NO
 (b) below the ground floor
- 5. Nature and approximate quantity of any explosive or highly flammable materials which are used or stored in or underneath any of the premises covered by this application:

Form OSR.3

PART II

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

APPLICATION FOR CERTIFICATE AS TO MEANS OF ESCAPE IN CASE OF FIRE

Form prescribed by the Minister of Labour for the purpose of section 29(2) of the Offices, Shops and Railway Premises Act 1963

To the Clerk of the Fire Authority*
or H.M. Inspector of Factories*

Dear Sir,

I hereby apply for a certificate as to means of escape in case of fire in respect of premises, details of which are given below.

Yours faithfully,

Signature of Occupier,*
or
Owner: *

Address Date

Telephone No.
To be completed by applicant:—
1. Postal address of building containing premises covered by this application:

* Delete whichever is inapplicable.

† The term "highly flammable", should be interpreted for the purpose of this form as including any material which may greatly increase the speed at which a fire will spread in a building and hence affect the means of escape from that building. The answer should not be restricted to such materials as the Minister may prescribe by regulations under s. 29(1) of the Act.

SCHEDULE 1 (continued)

2. Details of premises covered by Act:

Name(s) of occupiers (including trading name, if different)	Floor No. (e.g. basement, ground, 1st, etc.)	Apartment or room Nos. (where appropriate)	Greatest number of persons employed (or proposed to be employed) at any one time	Greatest number of other persons*
(a)
(b)
(c)
(d)
(e)
(f)

(Please continue on separate sheet if necessary)

3. If there is a factory in the building (or part covered by this application):

- (a) name of occupier:
- (b) greatest number of persons employed in factory at any one time:

4. Please state whether any of the persons in the premises mentioned at 2 are regularly employed:

- (a) higher than the first floor of the building—YES/NO†
- (b) below the ground floor —YES/NO†

5. Please state whether different parts of the building are owned by different persons—YES/NO†

6. Nature and approximate quantity of any explosive or highly flammable† materials which are used or stored in or underneath any of the premises covered by this application:

* If more than twenty persons (other than those employed) are expected to resort to the premises at any one time, please give an approximate estimate of their maximum number.

† Delete whichever is inapplicable.

‡ The term "highly flammable", should be interpreted for the purpose of this form as including any material which may greatly increase the speed at which a fire will spread in a building and hence affect the means of escape from that building. The answer should not be restricted to such materials as the Minister may prescribe by regulations under s. 29(1) of the Act.

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

APPLICATION FOR THE GRANT OR EXTENSION OF AN EXEMPTION

Form prescribed by the Minister of Labour for the purpose of section 46 of the Offices, Shops and Railway Premises Act 1963

Part I This Part to be completed in all cases

1. (a) Name in full of the occupier or owner by whom, or on whose behalf this application is made.....

(b) Interest in the property Owner/Occupier (Delete if inapplicable).....

(c) (i) Address to which communications should be sent.....
(ii) Telephone number.....

2. Postal address of the building containing the premises in respect of which you are seeking exemption.....

SCHEDULE 2 (continued)

3. State here all premises in the building in respect of which you are seeking exemption in this application:—

NAME(S) OF OCCUPIERS: (including trading name, if different)	FLOOR NUMBER (e.g. basement, ground, 1st, etc.)	APARTMENT OR ROOM NUMBERS (if any)	NATURE OF BUSINESS CARRIED ON BY OCCUPIER
(a)
(b)
(c)
(d)
(e)
(f)

4. Are you seeking exemption from the requirements of:

- section 5(2) (Minimum space standard) Yes/No
- section 6 (Maintenance of a reasonable temperature) Yes/No
- section 9 (Provision of sanitary conveniences) Yes/No
- section 10(1) (Provision of running water for washing) Yes/No

5. Have you previously been granted any certificate of exemption under section 46 in respect of any premises to which this application relates? Yes/No

6. If the answer to question 5 is YES, give particulars of all certificates, stating in each case (a) the premises exempted and the requirement or requirements from which exemption was granted, (b) whether the exemption was in respect of the whole premises or a room or rooms only, and (c) the period for which exemption was granted.

Part II This Part to be completed only where exemption is sought from a requirement of section 5(2) (Minimum space standard)

7. Are you seeking exemption in respect of all rooms on the premises where employees affected by the Act usually work? Yes/No

8. If the answer to Question 7 is NO, state for what rooms exemption is sought, identifying them and giving their description (e.g. general office, typing room).

9. Explain fully why it is not at present reasonably practicable to comply with the space standard, and what steps you are taking so as to comply in the future.

10. For what period are you seeking exemption?

Part III This Part to be completed only where exemption is sought from a requirement of section 6 (Temperature)

- | | Yes/No |
|--|--------|
| 11. Are you seeking exemption in respect of all rooms on the premises where employees affected by the Act usually work? | |
| 12. If the answer to Question 11 is NO, state for what rooms exemption is sought, identifying them and giving a brief description (e.g. general office, typing room). | |
| 13. From which requirement or requirements of section 6 are you seeking exemption? | |
| 14. Explain fully why it is not at present reasonably practicable to comply with the temperature standard and what steps you are taking to comply with it in the future. | |
| 15. For what period are you seeking exemption? | |

Part IV This Part to be completed only where exemption is sought from a requirement of section 9 (Sanitary conveniences)

- | | |
|--|--|
| 16. From which requirement or requirements of section 9 are you seeking exemption? | |
| 17. Explain fully why it is not at present reasonably practicable to comply with the standard either by making your own provision or by making arrangements for employees to use conveniences provided for others. | |
| 18. For what period are you seeking exemption? | |

SCHEDULE 2 (continued)

Part V This Part to be completed only where exemption is sought from a requirement of section 10(1) concerning running water

- 19. Describe the washing facilities provided or to be provided (or washing facilities provided for the use of others which are to be made available) for persons employed at the premises in respect of which exemption is sought.
- 20. Explain fully why it is not at present reasonably practicable to supply running water (either hot or cold, or warm) for use with the above mentioned washing facilities, and what steps, if any, you are taking to secure a supply in the future.

21. For what period are you seeking exemption?

Part VI To be completed in all cases

- 22. Are you submitting an application for exemption to another enforcing authority for any premises in the building?
- 23. If the answer to Question 22 is YES, state the authority concerned.

Yes/No

I hereby apply as/on* behalf of, the occupier/owner* of the premises with which this application is concerned, for the grant/extension* of an exemption under section 46 of the Offices, Shops and Railway Premises Act 1963, in respect of those premises, from the provisions of the Act specified in this application, and hereby declare that, to the best of my knowledge and belief, the information set out therein is true and complete.

* Delete as appropriate

Signature.....
 Date.....
 Position.....

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

CERTIFICATE IN FORM PRESCRIBED BY THE MINISTER OF LABOUR THAT A NOTICE HAS BEEN POSTED CONCERNING AN EXEMPTION APPLICATION UNDER SECTION 46 OF THE ACT

I hereby certify that

1. A notice concerning the accompanying application was on the.....day of.....19 , posted *in the premises to which it relates.
*in a common part of the building in which are situated the premises to which it relates.

* Delete as appropriate

2. The notice has been placed in such a position, and is in such characters, that it can easily be seen and read by the persons employed to work in the premises.

3. The notice contains the following information:

(i) A statement that the application is being made.

(ii) A statement of the requirement or requirements of the Offices, Shops and Railway Premises Act 1963 from which exemption is sought in the accompanying application.

(iii) The period for which exemption is sought.

(iv) The name and address of the authority to which application is being made.

(v) A statement that written representations with respect to the application may be made to that authority, by any person employed to work in premises to which the application relates, within a period of fourteen days following the day on which the notice was posted.

Signature.....

Date.....

Position.....

Article 5
Form OSR.2

SCHEDULE 4

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

NOTICE OF ACCIDENT

*Form prescribed by the Minister of Labour for the purpose of section 48 of the
Offices, Shops and Railway Premises Act 1963*

1. OCCUPIER OF PREMISES

(a) Name
Address

Nature of business.....

(b) Actual employer Name.....
of injured person
if other than above Address.....

2. INJURED PERSON

Mr.
Mrs.
(a) Full Name (Surname first) Miss.....

(b) Age..... Occupation.....

(c) Address

3. PLACE WHERE ACCIDENT HAPPENED

(a) Address (if different from 1(a) above).....

(b) Exact location (e.g. staircase to office; canteen storeroom; shop counter)
.....

4. ACCIDENT

(a) Date..... Time.....

(b) Full details of how the accident happened and what injured person was doing.
If a fall of person or materials, plant, etc., state height of fall (if necessary
continue overleaf).
.....
.....
.....
.....
.....

(c) If due to machinery, state:—

(i) Name and type of machine.....

(ii) What part of the machine caused the accident?.....

(iii) Was the machine in motion by mechanical power at the time?.....

5. INJURIES AND DISABLEMENT

(a) Whether fatal or non-fatal.....

(b) Nature and extent of injury (e.g. fracture of leg, laceration of arm, scalded
foot, scratch on hand followed by sepsis).....
.....

Signature of Occupier or Agent.....

Date.....

