

Fire Legislation

Contents

Policy Statement	2
Legislation	2
Fire Extinguisher Usage.....	2
Fire Evacuation Procedure	3
Responsibilities	4
Line Managers/Supervisors	4
Business Support Officer	5
Driver/Handy Person	5
District Commander/Departmental Head	6
Assets and Logistics Department	6
Force Health and Safety Team	6
Additional Information	7

Policy Statement

Summary

The Force has a responsibility to comply with the requirements detailed in the Regulatory (Fire Safety) Reform Order 2005 (RRO) and associated guidance.

This policy outlines the Force's obligation to manage fire safety issues throughout all buildings they own or occupy. It states what the Force's duties are under the order, as well as who is responsible.

The Force will continue to take the lead on Fire Safety matters in Force premises where they are a major occupier (based on numbers of employees). Where this is not the case, responsibilities will be agreed with the other occupiers prior to occupation.

Scope

This policy applies to all police officers and police staff.

Legislation

Information

- The Regulatory Reform (Fire Safety) Order 2005 (RRO) places duties on the "responsible person" to take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of employees, visitors and other person who could be affected by a fire.
 - The "responsible person" is defined as, in relation to a workplace, the employer, therefore for the Force is the Office of Chief Constable and Office of Police Crime Commissioner.
 - The RRO also places the same duties on any person who has, to any extent, control of premises so far as the requirements relate to matters within their control. Therefore at Districts, the District Commander has the overall responsibility.
 - District Commanders will delegate duties to other individuals such as line managers and supervisors, who are deemed as the "person in control". But will hold the duties of the "responsible person".
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Fire Extinguisher Usage

Principles

- The provision of fire extinguishers throughout Force premises will be based on the fire risk assessment process in accordance with the Regulatory Reform (Fire Safety) Order 2005.

- Training associated to the use of fire extinguishers will be provided through the fire warden training course. This will include information on selecting the appropriate extinguisher for the type of fire and how this type of extinguisher should be used.
 - The Force advises that the use of extinguishers should be restricted to the following circumstances:
 - Fires should only be fought using a fire extinguisher when it is safe to do so;
 - Individuals must not put themselves in danger. Always standing between the fire and the exit;
 - The fire is small in size (the effectiveness of a single fire extinguisher is limited to a fire no larger than a standard waste bin); and
 - Individuals **must not** attempt to fight the fire, if unsure.
 - Some specialist roles will receive practical training in the use of extinguishers, e.g. Public Order.
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Fire Evacuation Procedure

Principles

- The intention of a fire evacuation is to:
 - Allow the safe evacuation of all staff and visitors from police premises at the time of fire alarm activation;
 - Allow for all staff and visitors to be accounted for.
 - Ensure the security of the building; and
 - Allow the safe and controlled re-occupation of the premises.
 - Fire evacuation drills will be practiced every 6 months at police premises that are occupied by staff or visitors.
 - They must be planned so that all members of staff take part in at least one practice each year. This is to ensure that they are familiar with evacuation procedures, all Fire Exit routes and the location of the assembly point.
 - A Personal Emergency Evacuation Plan (PEEP) must be prepared for people who may have some reason not be able to evacuate the building quickly.
 - Where possible staff with disabilities that affect their ability to evacuate the building should work on the ground floor.
 - Evacuation chairs are located in some police premises for the purpose of evacuating disabled staff or visitors from upper floors. They must only be used by personnel who have been trained to use them.
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Fire Assembly Point Coordinators (Fire Alarm Activating)

The most senior officer/person present on the premises at the time of fire alarm actuation will assume the role of fire assembly point coordinator and will have overall responsibility for the control of an evacuation. They are responsible for:

- Ensuring they are easily identifiable at the designated Assembly Point – so that evacuees know the route they are taking;
- Ensuring that the Fire Brigade have been summoned immediately and that

- the location of the fire is identified to them wherever possible;
 - Being the focus point for fire wardens and evacuees at the designated assembly point;
 - Ensuring that the fire wardens report the condition of their area of responsibility and record this on the evacuation log;
 - Liaising with the custody officer, if required, regarding the need to evacuate detainees and if necessary allocating vans and drivers to go to the cell area yard; and
 - Controlling the re-entry to the premises, only on the advice of the attending Fire Service officer.
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- In the event of a fire it could be some time after the alarm is sounded that evidence of it appears. It is therefore imperative that fire assembly point coordinators lead by example and encourage staff to leave the building as soon as the alarm sounds.

Fire Wardens (Fire Alarm Activating)

- The fire warden must wear the High Visibility waistcoat to identify themselves and the role they are taking, and are responsible for:
- Encouraging staff and visitors, on hearing the fire alarm, to evacuate the building immediately;
 - Checking their area of responsibility, i.e. offices, corridors, lavatories, refuge points etc. Ensuring that the area has been completely vacated and then making their own exit to meet the fire assembly point coordinator at the assembly point;
 - Confirming to the fire assembly point coordinator, i.e. duty inspector or senior officer in the building, which areas they have checked;
 - Ensuring that staff from their area who have vacated the building remain together in one group. This will avoid confusion when checking that all occupants have made a safe exit; and
 - Awaiting further instructions from the fire assembly point coordinator who may require further assistance with the evacuation and/or re-entry.

Responsibilities

Line Managers/Supervisors

Responsibilities

- Line managers/supervisors are responsible for:
- Arranging attendance on courses, including refresher courses for their staff;
 - Liaising with HR and staff to identify those who need personal emergency evacuation plans (PEEP), getting them completed and kept up to date when required;
 - Ensuring waste paper is collected and stored safely;

- Ensuring bins, skips etc. are well away from premises to reduce effects of arson;
 - Ensuring fire escape routes remain free from obstruction;
 - Ensuring all staff/visitors are aware of local evacuation procedures, notices and have access to relevant documentation;
 - Identifying and addressing any additional needs of visitors and accompanying them at all reasonable times;
 - Ensuring damaged/missing ceiling tiles are replaced to prevent spread of smoke; and
 - Ensuring flammable substances are kept in appropriate storage.
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Business Support Officer

- Responsibilities** The business support officer is responsible for:
- Ensuring that the use of portable heaters is kept to a minimum, (radiant heaters or heaters with naked flame are not permitted);
 - Ensuring fire evacuation plans and notices are up to date and details match;
 - Ensuring there are sufficient trained people for wardens and assembly point coordinators; and
 - Ensuring that building inspections take place, and these inspections will include:
 - Ensuring waste paper is collected and stored safely, and bins, skips etc. are well away from premises to reduce effects of arson;
 - Ensuring PAT testing is in date as defined by Business Services policy;
 - Replacing damaged/painted over fire signs;
 - Ensuring all exit hardware e.g. break glass, push pads, crash bars etc. are working;
 - Displaying the latest Fire Risk Assessment on Health and Safety notice boards;
 - Bringing to attention any changes that affect the Assessment; and
 - Monitoring records of testing (Fire Alarm and E-Lighting etc.).
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Driver/Handy Person

- Responsibilities** The driver handy person is responsible for:
- Ensuring as a minimum the emergency lighting works on escape routes;
 - Testing fire alarm systems on a weekly basis; and
 - Completing other ongoing fire safety tasks as may be allocated to them (such as fire safety checks logged on 'Enforma') within the correct timeframe.
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District Commander/Departmental Head

- Responsibilities** The district commander/departmental head is responsible for:
- Monitoring the effectiveness of arrangements to comply with the RRO;
 - Ensuring 6 monthly evacuations of all buildings they are responsible for, take place;
 - Cooperating with other users in regard to all Fire Safety measures; and
 - Implementing the findings of the Fire Risk assessment.
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Assets and Logistics Department

- Responsibilities** The Assets and Logistics department are responsible for:
- Implementing appropriate maintenance regimes for all fire precautions including 6 monthly servicing of fire alarms, annual (testing and) servicing of emergency lighting systems, etc.
(Note: this does not include “testing” which is a more frequent occurrence e.g. weekly fire alarm test etc. Staff will be considered to be “in control” of any contract or order in relation to maintenance, improvement or replacement of such items)
 - Ensuring details of the evacuation arrangements are communicated to contractors under their control to enable them to address any additional needs of their employees;
 - Establishing the competency of the procedures and the staff involved prior to commencement, where a contractor’s activities pose a risk of fire; and
 - Drawing to the attention of the Force Health and Safety Team, any alteration reasonably considered to have affected a fire risk assessment.
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Force Health and Safety Team

- Responsibilities** The Force Health and Safety Team are responsible for:
- Advising on all matters relating to fire safety;
 - Undertaking fire risk assessments as required including revision and update as necessary following alterations, new substances or processes etc.; and
 - Producing a report to the District Commander or Head of Department or equivalent regarding fire safety within their area of responsibility.
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Additional Information

Compliance

This policy complies with the following legislation and policy:

- Regulatory (Fire Safety) Reform Order 2005 (RRO)
 - Health and Safety policy
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Further Information

Further guidance in relation to this policy can be sought from:

- Health and Safety Intranet page.
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