

FIRE SAFETY MANAGEMENT POLICY

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NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

FIRE SAFETY MANAGEMENT

Owning Department: HR/Estates and Facilities

Department SPOC: Head of Estates/Workplace Health, Safety and Trauma
Lead (Health and Safety Manager)

Risk Rating: Medium High

Legal Sign Off: Alison Ings 09/08/24

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Legal Basis

Legislation specific to the subject of this policy document:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety Act 2021
- Health and Safety at Work etc. Act 1974 and associated Regulations
- Fire Safety (England) Regulations 2022
- Fire Safety (Employees Capabilities) Regulations 2010
- Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR)
- Building Safety Act 2022

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)

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- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [General Data Protection Regulation \(GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)
- [The Civil Contingencies Act 2004](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)

Other Related Documents:

- Joint Statement of Health and Safety Policy
- Estates Unit Hot Work Procedure (internal departmental document)
- Fire Safety Guidance
- Personal Emergency Evacuation Plan (PEEP) and technical guidance note
- Home Office – Fire Safety Risk Assessment (Offices and Shops)

1. Statement of Policy

- 1.1 This policy has been formally agreed via the approved policy development/review process. It will be maintained by the Health and Safety Department in conjunction with the Central Policy Unit.
- 1.2 The policy is intended to promote equality, eliminate unlawful discrimination and actively promote good relations regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status.
- 1.3 Managers have a responsibility to ensure this policy is applied fairly, and unless otherwise stated, all policies and procedures are non-contractual.

2. Introduction

- 2.1 Norfolk Constabulary and Suffolk Constabulary (known as the Constabularies from this point forward) are committed to providing and maintaining a safe and healthy place of work as outlined in the written Statement of Health and Safety Policy.
- 2.2 The Constabularies are equally committed to complying with the Regulatory Reform (Fire Safety) Order 2005 and any other relevant statute in the management of fire risk.
- 2.3 The Police (Health and Safety) Act 1997 established Chief Constables as the employer of police officers for the purposes of the Health and Safety at Work etc Act 1974.

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- 2.4 Throughout this policy, the word 'employees' includes police officers as well as members of staff, police support volunteers and the words, 'employed', 'employing', etc., are to be construed accordingly.

3. Aims

- 3.1 This Fire Safety Management Policy aims to ensure that, if possible, outbreaks of fire do not occur and that if they do, they are rapidly detected and appropriate emergency procedures implemented to preserve life and assets.
- 3.2 This policy describes the objectives and responsibilities for fire safety within the Constabularies. It covers all persons employed by and engaged by the Constabularies and all persons affected by the work of Constabulary employees.
- 3.3 This policy also aims to document the structure of the organisations and the management of Fire Safety within the Constabularies and their premises.
- 3.4 Post-incident response and evaluation are essential for an effective fire prevention programme. It is also important that we learn lessons from fire incidents and from incidents when the alarm systems have been activated. Effective incident investigation and review of risk assessments will help prevent further incidents. This policy will detail the arrangements for incident reporting and investigation.
- 3.5 It is vital to the effectiveness of the policy that the document is available to all employees; they understand its contents and are aware of their role in ensuring a fire safe environment.
- 3.6 In general, this Fire Safety Management policy and its supporting documents (as outlined in 4.2 below) requires:
- Ensuring compliance with all relevant fire safety legislation.
 - The undertaking of suitable and sufficient Fire Risk Assessments for Constabulary premises.
 - Storing dangerous substances and explosives safely.
 - Satisfactory precautions and procedures relating to evacuation and means of escape from fire.
 - Effective means of detecting fire and raising the alarm.
 - Provision of fire-fighting equipment.
 - Suitable arrangements for maintaining and testing fire safety equipment and facilities.
 - Information, instruction and training in fire safety.
 - Effective liaison with the local Fire and Rescue Service.

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4. Applicability

- 4.1 This policy is applicable to all employees as defined in paragraph 2.4 above, and all contractors working on behalf of the Constabularies to co-operate fully in the achievement of this policy.
- 4.2 This policy is supported by a 'Fire Safety Management Procedure' and 'Fire Safety Guidance', which unless stated otherwise, the Constabularies expect full compliance with.

5. Roles and Responsibilities

- 5.1 This section sets out the roles and responsibilities of those responsible for fire safety in Constabulary premises. Those responsible for Constabulary buildings to which our employees and the public have access, can prevent fires by taking responsibility for and adopting the right behaviours and procedures.

Overseeing Fire Compliance

Role Title	Responsibilities
Chief Constable / Landlord (Responsible Person - Legislative)	As the Responsible Person for fire safety within the organisation, as defined in article 1 of the Regulatory Reform (Fire Safety) Order 2005, they are responsible for ensuring: - organisational compliance with articles 8 to 22 of the Regulatory Reform (Fire Safety) Order 2005 in relation to premises under their control (see Appendix A). - a Fire Safety Management structure exists within the Constabularies. - audit arrangements exist to oversee fire safety compliance. - the provision of appropriate financial and physical resources to support fire safety management arrangements. In order to establish a practicable and co-ordinated approach to the application of the requirements and duties imposed by fire related legislation, the Deputy Chief Constable (Norfolk Constabulary) shall be appointed to act on behalf of the Chief Constables to review, consider, implement and maintain the obligations placed on the Responsible Person (Legislative).
Chair of the Joint Health and Safety Committee	Is responsible for: Acting on behalf of the Chief Constables to review, consider, implement and maintain the obligations

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	placed on the Chief Constables as the Responsible Persons (Legislative). Appointing, on behalf of the Chief Constables, one or more Competent Persons to assist them in undertaking the preventive and protective measures associated with fire.
Head of Estates & Facilities Manager (Competent Person)	Are responsible for: - Ensuring associated maintenance and testing responsibilities are undertaken in line with statutory requirements. - Supporting the Health and Safety Manager with the review of the policy and its implementation.
Facilities Manager & Estates Officer (Statutory Maintenance) (Competent Person)	Is responsible for ensuring: - associated maintenance and testing responsibilities are undertaken in line with statutory requirements. - the provision of firefighting equipment within premises of the Constabularies.
Health and Safety Manager (Competent Person)	Is responsible for: - Ensuring that this policy is reviewed on a regular basis and updated in order to take into account legislative changes and the application of continuous improvement based upon best practice in Fire Safety and Prevention with the support of the Head of Estates. - Ensuring the monitoring of compliance with the requirements of this Fire Policy, e.g. the completion of Fire Risk Assessment and associated actions. - Ensuring and reporting through established performance indicators compliance at District/Command and Joint Health and Safety Committee levels as appropriate on a quarterly basis. - Liaising with external agencies on fire compliance related matters.
Fire Safety Officer (Health & Safety Team)	Is responsible for: Supporting and promoting the development of a positive fire safety culture within the Constabularies by supporting the development and implementation of fire safety systems and policies, providing relevant training, performing audits and inspections, undertaking risk assessments, reporting on fire and

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	safety matters to relevant personnel and committees/boards, providing emergency attendance when required and supporting the continual improvement of fire safety arrangements and systems. • Providing fire safety advice, fire precautions and guidance and to support the development of fire safety arrangements and procedures and other documentation that meets legislative requirements and follows best practice, or other standards. • Providing general advice and guidance to all personnel in order to meet their fire safety responsibilities. • Developing, maintaining, supporting periodic reviews, and implementation of fire management policy, fire management arrangements, fire risk assessments, and training on behalf of the Constabularies as part of the process of ensuring legal compliance with statutory and regulatory requirements. • Undertaking fire safety audits, inspections and fire risk assessments in accordance with current legislation and guidance and taking reasonable actions to support compliance. • Investigating fire related incidents, supporting the reporting of incident data within the Constabularies and preparing reports and recommendations to minimise the risk of personal injury, fire and damage to property.
Responsible Persons (Local)	Are responsible for: • Site Log File: ensuring that: ▪ the Site Log File provided to them by the Estates and Facilities Department is clearly available to contractors and persons on their site; and ▪ the records within the Site Log File are completed and available for inspection as required. • Fire Alarms: ensuring that: ▪ alarms are tested on a weekly basis; and ▪ tests are logged in the Site Log File and, where utilised, the Premise Monitoring Sheet. • Fire Evacuation Drills: ensuring that:

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	▪ drills are carried out at least annually, or more frequently as prescribed; and ▪ drills are registered in the Site Log File and, where utilised, the Premise Monitoring Sheet. • Emergency Lighting: ensuring that this is tested by a competent contractor once a month and recorded in the Site Log File. Please note that some newer or refurbished premises may have an automatic testing system which requires inspection of the control panel. • Responsible Person (Local) Poster: ensuring that employees, visitors and contractors know who to contact to discuss any safety concerns, by displaying the Responsible Person's (Local) poster (available from the Health and Safety Intranet/Department) on the health and safety notice board. • Evacuation Marshals: ensuring that: ▪ sufficiently trained Evacuation Marshals are appointed; ▪ the identity of the nominated Evacuation Marshals are communicated to building users via poster display and displayed in the premises; and ▪ the nominated Evacuation Marshals have undergone Evacuation Marshal Training. • Health and Safety Tours: ensuring that: ▪ periodic site tours are performed to identify health and safety/fire hazards (the Health & Safety Site Tour template will provide a list of items to look for as part of this tour); ▪ action is taken locally to rectify any health and safety/fire hazards found, with any significant concerns being escalated to the Health and Safety Team; ▪ the tour is recorded using the Health & Safety Site Tour template and copies are retained in the Site Log File for inspection purposes; and ▪ the record of the tour is sent to the Health and Safety Team. NB: On occasion a themed site tour form will be issued within a specified timeframe. • Emergency Routes: ensuring that:
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	▪ Routes to emergency exits are kept clear at all times. ▪ Emergency routes and exits lead as directly as possible to a place of safety. ▪ Emergency doors are operable and clear from obstruction.
Evacuation Marshalls	Are responsible for: • Familiarising themselves with their role in the event of an alarm and highlighting any concerns to the site Responsible Person and Health and Safety Team. • In the event of annual leave etc. ensuring, in liaison with the site Responsible Person, that there is a deputy to cover their role. • Informing the Responsible Person and Health and Safety of any identified procedural weaknesses and ensuring that all fire-related incidents are reporting via the organisations' Assault, Force Incident Form (incorporates the Accident, Incident and Near Miss process). • Ensuring that the control room is kept briefed. • Liaising with and briefing the Fire & Rescue Service upon their arrival, providing them with all relevant information (i.e. location of fire, are all occupants accounted for and in place of safety, information / plan of building layout and the potential hazards to them should they enter the building). *Note that on arrival of the Fire & Rescue Service, that they take overall control of the area. • Participating in a debrief with other Evacuation Marshalls, Site Responsible Person and Health and Safety Team after evacuation. • Reporting any fire safety concerns to the Site Responsible Person and Health and Safety Team (Fire Safety Officer). • Reporting to the Estates and Facilities Department, the detail of any breakages or damage or suspected damage or failure to and of fire safety facilities, occurring as a result of or noted during the undertaking of their duties. • Acting as the lead during an evacuation situation, co-ordinating the movement of staff and others to a place of safety.

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	• Being aware of any personal emergency evacuation plans. • Being familiar with the building's fire alarm panel including the meaning of any warning signals and operation. • Liaising with the Fire & Rescue Service during an emergency – where not overseen by the CCR. • Undertaking evacuation chair training as required for their location.
All Employees	Are responsible for ensuring: • co-operation with managers/supervisors on matters of fire safety compliance. • they do not misuse or interfere with any equipment provided for their health and safety. • fire related incidents are reported in line with local health and safety reporting arrangements. • that they do not create fire safety or other hazards. • the reporting of any shortcomings in the fire safety controls provided by the organisation to the Health and Safety Manager. • completion of mandatory training in relation to fire safety or specific roles in relation to fire safety. • they understand the following local arrangements for any building they visit or reside: ▪ What to do if you discover a fire. ▪ What to do if you hear the fire alarm. ▪ The location of available fire exits. ▪ Where your nearest Assembly Area is located. • the safety of any visitors that they might have and for informing them of the required actions in the event of emergency. This responsibility also extends to evacuating them from site in the event of emergency (See PEEPs later). • appropriate response and conduct when required to evacuate any Constabulary premises under fire drill or fire incident conditions i.e. to evacuate in a timely manner. • that any door marked as a fire door is kept closed unless fitted with an automatic closing device.

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Fire Risk Assessments

Role Title	Responsibilities
Chief Constable / Landlord (Responsible Person - Legislative)	Under the Regulatory Reform (Fire Safety) Order 2005 Article 9, the Responsible Person (Legislative) must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions they need to take to comply with the requirements and prohibitions imposed on them by or under the Regulatory Reform (Fire Safety) Order 2005.
Enforcing Authority	The fire and rescue authority for the area in which the Constabulary premises are located has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005. They have various rights, including the right to appoint inspectors, who can enter and inspect the premises, make enquiries, request the production of information, records and documents, and take samples.
Head of Estates	Where the role of Fire Safety Officer (see below) is vacant, is responsible for: • Ensuring a competent fire risk assessor is appointed to deliver fire risk assessments for the Constabularies' premises. The fire risk assessment must encompass all aspects of premises fire safety. • Ensuring a fire risk assessment is undertaken for every building on a risk basis. • Ensuring an additional fire risk assessment is undertaken if there is any change in the circumstances of the workplace, including but not limited to: ▪ A modification or extension which is likely to affect the means of escape, fire risk/hazard and associated fire precautions. ▪ A new material/product or process is introduced, or the quantity of flammable or combustible material used (or stored, etc...) is changed in any way. ▪ The number of employees increases, decreases, or otherwise provides a material change. ▪ There is some reason to suppose the original assessment is out of date, e.g.: with regard to regulation.

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	• Ensuring a record log is maintained of when Fire Risk Assessments have been undertaken and make this available to other Competent Persons. • Ensuring the Fire Risk Assessor clearly identifies who is to action any required tasks and within what specified timescales. • Ensuring any tasks to be actioned are communicated to those responsible for rectification. • Ensuring any Fire Risk Assessment actions allocated are undertaken or mitigated in an appropriate manner and that the Fire Risk Assessment action plan is updated to identify the actions taken. • Ensuring the Fire Risk Assessment and related action plan is made accessible to all Competent Persons and those required to action. • Maintaining the fire risk assessment trackers and action plan to enable the production of periodic performance reports and statistics.
Responsible Person (Local)	Are responsible for: • Ensuring any Fire Risk Assessment actions allocated to them are undertaken or mitigated in an appropriate manner and that the Fire Risk Assessment action plan is updated to identify the actions taken.
Fire Safety Officer Supported by: Health and Safety Manager & Health and Safety Advisors	Is responsible for: • Ensuring a competent fire risk assessor is appointed to deliver fire risk assessments for the Constabularies' premises. The fire risk assessment must encompass all aspects of premises fire safety. • Ensuring a fire risk assessment is undertaken for every building on a risk basis. • Ensuring an additional fire risk assessment is undertaken if there is any change in the circumstances of the workplace, including but not limited to: ▪ A modification or extension which is likely to affect the means of escape, fire risk/hazard and associated fire precautions. ▪ A new material/product or process is introduced, or the quantity of flammable or combustible material used (or stored, etc.) is changed in any way.

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	▪ The number of employees increases, decreases, or otherwise provides a material change. ▪ There is some reason to suppose the original assessment is out of date, e.g.: with regard to regulation. • Ensuring a record log is maintained of when Fire Risk Assessments have been undertaken and making this available to other Competent Persons. • Ensuring the Fire Risk Assessor clearly identifies who is to action any required tasks and within what specified timescales. • Ensuring any tasks to be actioned are communicated to those responsible for rectification. • Ensuring any Fire Risk Assessment actions allocated are undertaken or mitigated in an appropriate manner and that the Fire Risk Assessment action plan is updated to identify the actions taken. • Ensuring the Fire Risk Assessment and related action plan is made accessible to all Competent Persons and those required to action. • Maintaining the Fire Risk Assessment trackers and action plan to enable the production of periodic performance reports and statistics.
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Storage of Dangerous Substances, Ammunitions and Firearms

5.2 In our policing environment, firearms, ammunition and dangerous substances will be present e.g.

- Petrol, diesel and Liquid Petroleum Gas (LPG), tanks for vehicles.
- Vehicle oils, greases and lubricants in transport workshops.
- Cleaning products.
- CSI chemicals.
- Building maintenance materials, e.g. white spirit.
- Firearms and ammunition.
- Property subject to enquiry (PSE) materials that are brought into Police Stations or stores, including:
 - LPG, Butane and Propane cylinders/bottles.
 - Unknown dusts and powders, especially those relating to drug seizures.

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- Any equipment with substances inside, e.g.: petrol lawnmower.
- Suspected radioactive materials.
- Fireworks and other pyrotechnics.
- Firearms and ammunitions.

Role Title	Responsibilities
Property Management Co-Ordinator RAPT Chief Inspector Inspector Firearms Training and Operations Senior Firearms Licensing Officer	Are responsible for ensuring: • that all ammunitions, firearms and dangerous substances are stored in Constabulary buildings in accordance with statutory requirements. • that any PSE materials which are defined as dangerous substances, ammunitions or firearms that are not stored in accordance with statutory requirements are reported directly to the Health and Safety Manager and the Head of Estates. • that Control of Substances Hazardous to Health (COSHH) Assessments are held and stored both locally and with the Health and Safety Team • they have advised the Responsible Person (Local) for the building of the presence of dangerous substances, ammunitions or firearms at their premise.
Head of Transport Services	Is responsible for ensuring: • the appropriate storage of oxyacetylene welding cylinders, other welding related gases and any highly flammable substances/liquids. • the appropriate storage in accordance with best practice of vehicle batteries to include appropriate means of disposal. • the maintenance and inspection of fuel filling stations under force control. • the appropriate storage in accordance with material safety data sheet and COSHH assessment information of any flammable chemicals or gases. • the ongoing maintenance and availability of fume extract where required as defined by risk assessment.
Head of Forensic Services	Is responsible for ensuring: • that where dangerous substances are introduced into their department, that applicable material safety data

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	sheets are obtained from the supplier and a COSHH risk assessment is undertaken in conjunction with the health and safety department. Fire considerations associated with the hazardous substance including flammability, fire load and storage impacts should form part of this assessment. employees and persons affected are provided with adequate information, training and instruction regarding dangerous substances, firearms and ammunitions as appropriate to their duties.
Line Managers & Supervisors	Are responsible for ensuring: - that where dangerous substances are introduced into their department, that applicable material safety data sheets are obtained from the supplier and a COSHH risk assessment is undertaken in conjunction with the health and safety department. Fire considerations associated with the hazardous substance including flammability, fire load and storage impacts should form part of this assessment. - employees and persons affected are provided with adequate information, training and instruction regarding dangerous substances, firearms and ammunitions as appropriate to their duties. - that suitable and sufficient risk assessments are in place for activities performed by people and for sites; - that people work safely and in accordance with risk assessments, policies and procedures; - that work equipment is suitable and adequately maintained; - that appropriate personal protective equipment (PPE), is provided and worn
Health and Safety Manager & Health and Safety Advisors/Fire Safety Officer	Are responsible for: - Ensuring that reasonable assistance and guidance is given to persons planning to store dangerous substances in our buildings or on our sites. - Considering what measures are needed to reduce or remove the risk of people being harmed by the storage of dangerous substances in our buildings or on our sites. - Ensuring the provision of assistance with risk assessments associated with the COSHH. - Ensuring that all areas used for the storage of dangerous substances are inspected periodically and

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	any areas of concern and/or non-compliance are escalated as appropriate to the Joint Force Health and Safety Committee.
Head of Estates Facilities Manager	Is responsible for ensuring: • that any areas in Constabulary buildings or on Constabulary sites used for the storage of dangerous substances, ammunitions or firearms are identified on the building fire zone plan. • areas in Constabulary buildings used for the storage of dangerous substances are communicated to the competent Fire Risk Assessor.

Fire Guidance/Emergency Plan for Individual Buildings

Role Title	Responsibilities
Head of Estates	Is responsible for ensuring the floorplans of all evacuation routes, call points, sounder/beacons and that other fire equipment is readily available.
Health and Safety Manager & Fire Safety Officer	Are responsible for ensuring: • the provision of '<i>Fire Guidance</i>' identifying protective and preventative measures. • the Fire Guidance provides reference to information regarding the safe evacuation of all employees, visitors and contractors, including any disabled people. • that each building's Responsible Person (Local) has access to a copy of the fire guidance for the building via the Site Log File. • that each building has a current Fire Guidance document. Non-compliance will be reported to the Responsible Person (Local) and rectified. • the periodic review and re-issue of the fire guidance document (typically every three to five years, unless there is a significant change in the meantime).
Responsible Persons (Local)	Are responsible for ensuring: • they are aware of the location, and understand the contents, of the Fire Guidance for their building. • that where necessary, site specific guidance is developed to cover complex premises.

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	• with the relevant leads that a Business Continuity Plan is available for their building. • that arrangements for the signing in of visitors and contractors into the building are available. These arrangements should point those people towards the Fire Guidance for the building and actions to take in the event of emergency and how to raise the alarm. • that any identified issues with the fire guidance or emergency plan documents are communicated to the Fire Safety Officer
All Employees	Are responsible for: • Ensuring they are familiar with the actions to take in the event of emergency and raising the alarm for any building they occupy on a permanent or temporary basis.

Fire Means of Escape and Building Compartmentation

Role Title	Responsibilities
Head of Estates	Are responsible for ensuring: • all buildings comply with statutory and building regulation requirements for means of escape and building compartmentation. • that the Fire Risk Assessment process is directed to highlight fire stopping and compartmentation integrity issues.
Responsible Persons (Local)	Are responsible for ensuring: • all means of escape are kept free from any obstructions and storage of materials. • any obvious damage to the building compartmentation/fabric which will impact on the fire safety of the building is reported to the Estates Department.
Health and Safety Manager & Health and Safety Advisors / Fire Safety Officer	Are responsible for ensuring: • that during risk-based health and safety / fire safety site inspections, the means of escape are free from obstructions with any concerns reported to the Responsible Person (Local) and any relevant employee. • that during H&S or fire safety site inspection, any obvious damage to the building

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	compartmentation/fabric which will impact on the fire safety of the building is reported to the Estates Department directly. This does not extend to entering ceiling voids or moving furniture to enable such a review.
All Employees	Are responsible for ensuring: • fire doors are not wedged open. • all means of escape are kept free from any obstructions and storage of materials. • good housekeeping to prevent slips and trips, especially during an evacuation.

Fire Detection, Alarms and Red Care Links

Role Title	Responsibilities
Assistant Chief Officer – Resources	Is responsible for: • Ensuring all fire detection and alarms systems are provided in buildings and maintained in accordance with statutory requirements.
Head of Estates	Is responsible for ensuring: • that in buildings where automated fire alarm and detection systems are not present that a means of raising the alarm in the event of emergency is available. • all fire detection, alarms and Red Care systems are serviced, maintained and replaced in accordance with statutory requirements. • through risk assessment, the requirement for Red Care systems in Constabulary buildings
Responsible Persons (Local)	Are responsible for ensuring: • a fire alarm test is completed every week for their building and the relevant Site Log/fire log and Property Maintenance Spreadsheet (PMS) is updated without delay. • that a different call point is used each week to perform the test, and that the test is carried out at the same time. • the completion of their weekly fire alarm test is recorded in their building Site Log File and as

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	applicable the central premises monitoring sheet (PMS).
Health and Safety Manager & Health and Safety Advisors / Fire Safety Officer	Are responsible for: - Ensuring that during their risk-based health and safety / fire safety site inspections the undertaking of fire alarm tests is checked, and non-compliance is recorded and reported to the departmental/district health and safety meetings and the relevant Responsible Person (Local). - Reporting back to the Joint Health and Safety Committee on current compliance across all Constabulary managed premises.
Security Manager (C/O CCR)	Is responsible for: Ensuring that all Red Care Link faults relating to Constabulary premises are reported to the Estates Department directly.

Fire Signage and Emergency Lighting

Role Title	Responsibilities
Head of Estates	Is responsible for ensuring: - that 'Fire Action Notices' are prominently posted in key locations throughout each Constabulary building/workplace. - the provision of emergency lighting for emergency escape under electrical power failure conditions at all Constabulary premises. - all Constabulary buildings are provided with fire escape directional signage, including illuminated and fire door signage, in accordance with statutory requirements.
Head of Estates & Estates Officer (Statutory Compliance)	Are responsible for: - Ensuring contractors' allocated responsibilities in relation to the testing of emergency lighting are monitored to ensure completion in accordance with contractual and statutory requirements. - Establishing through risk assessment the requirement for Red Care systems in Constabulary buildings.
Head of Transport	Is responsible for:

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	• Ensuring all transport workshops, vehicles and transport fuel tanks have applicable fire risk signage displayed in accordance with statutory requirements. • Ensuring that all vehicles that transport or carry LPG have the correct signage.
Responsible Persons (Local)	Are responsible for ensuring: • as part of their periodic Health and Safety tour, that fire directional signage is present for their premises and leads to a final point of exit. • the completion of a monthly emergency lighting functional test by the Facilities Unit contractor for their premises is conducted and recorded in the Site Log File and where utilised on the electronic premises monitoring sheet.

Fire Extinguishers and Fire Fighting Equipment

Role Title	Responsibilities
Head of Estates	Is responsible for: • Ensuring all buildings have a record of the firefighting equipment (e.g. fire blankets, extinguishers) and detection systems in place. The record will be held on the Estates repository.
Head of Estates & Facilities Manager	Is responsible for ensuring: • all buildings are provided with firefighting equipment, e.g. fire blankets, fire extinguishers in accordance with statutory requirements and fire risk assessment recommendations. • all firefighting equipment is serviced, maintained and replaced in accordance with statutory requirements. • all firefighting equipment including extinguishers are provided with correct identification labelling and signage.

Fire Suppression Systems

Role Title	Responsibilities
Head of Estates & Estates Officer (Statutory Compliance)	Is responsible for ensuring: • all fire suppression (CO2) systems are provided, serviced, maintained and replaced in accordance with statutory requirements.

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	• all areas/rooms provided with fire suppression systems are provided with warning signage, warning alarm and clear instructions regarding actions to take in the event of alarm activation. • safe systems of work are agreed for the maintenance of fire suppression systems.
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Fire Evacuation Drills / Tests

Role Title	Responsibilities
Head of Estates	Is responsible for ensuring: • all buildings are provided with external site fire evacuation assembly points for each building. • where practicable that fire assembly point signage is displayed. • the location of the designated assembly point is identified on the fire instruction notice.
Responsible Persons (Local)	Are responsible for ensuring: • fire evacuation tests are undertaken for their building at least twice annually. • the completion of their fire evacuation test and any lessons learned are recorded in their building Site Log File and where utilised the premises monitoring sheet (PMS). • co-operation and coordination in shared occupancy buildings to ensure effective fire evacuation arrangements are in place and tested.
Evacuation Marshalls	Are responsible for: • Supporting the Site Responsible person in conducting fire evacuation drills. • Participating in a debrief with other Evacuation Marshalls, Site Responsible Person and Health and Safety Team after evacuation drills. • Reporting any fire safety concerns to the Site Responsible Person and Health and Safety Team (Fire Safety Officer). • Acting as the lead during an evacuation situation, co-ordinating the movement of staff and others to a place of safety.

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	• Being aware of any personal emergency evacuation plans. • Being familiar with the building's fire alarm panel.
Health and Safety Manager & Health and Safety Advisors / Fire Safety Officer	Are responsible for: • Ensuring that during their H&S site / fire safety inspections the undertaking of fire evacuation tests is checked, and non-compliance is recorded and reported to the senior manager/officer and via the site inspection action plan.

Personal Emergency Evacuation Plans (PEEPs) – for employees and Visitors

5.3 The Constabularies have a legal duty to make sure that all people who use or visit their buildings can reach a "Place of Total Safety" in the event of a fire safety emergency. Legislation describes a Total Place of Safety as being "a place, away from the premises, in which people are at no immediate danger from the effects of a fire". A **Personal Emergency Evacuation Plan**, or **PEEP**, is a bespoke "escape plan" for individuals who may have difficulties evacuating a building to a Total Place of Safety without support or assistance from others.

Who needs a PEEP?

5.4 PEEPs may be required for employees and visitors with:

- Mobility impairments
- Sight impairments
- Hearing impairments
- Cognitive impairments
- Other circumstances

5.5 A temporary PEEP may be required for:

- Short term injuries (i.e. broken leg)
- Temporary medical conditions
- Those in the later stages of pregnancy

5.6 The underlying question in deciding whether a PEEP is necessary is "can the individual evacuate the building unaided, in a prompt manner, during an emergency situation?" If the answer is "no", then it is likely that a PEEP is needed.

5.7 Every workplace is expected to ensure they have sufficient individuals trained in the use of an Evac Chair.

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- 5.8 If employees are not comfortable about disclosing a matter that may affect their evacuation, their health and safety needs may not be identified and met. It is good health and safety practice, therefore, to create a supportive, non-judgemental environment, and to communicate that to all employees. This could be through Workplace Health, HR etc. On the basis that Health and Safety collate all PEEPs, the Constabularies would suggest that individuals can disclose sufficient information to Health and Safety to enable a PEEP production. The individual also needs to accept that any evacuation assistants will need to have at least an understanding of what support is needed, which, whilst not formal disclosure of any disability, would in some cases be obvious to other persons.

Role Title	Responsibilities
Employees	To inform and complete a PEEP with their line manager if assistance evacuating from a building is required, even temporarily. Please Note: Employees do not have to disclose a disability or factors that may mean that they need help when evacuating a building. However, when making this decision, employees may wish to consider the following: • The Equality Act 2010 makes it unlawful for employers to treat an employee with a disability (physical or mental) less favourably than other employees because of their disability. In addition, employers should not treat an employee with a disability unfavourably because of something arising in consequence of disability or apply any policy that disadvantages employees with a shared disability, unless there is justification for such action. • Employers have a duty to make reasonable adjustments to ensure disabled workers are not disadvantaged when doing their jobs. Employees and employers should work together to discuss what might be helpful. • If an employer does not know about a disability, they will not be able to take any necessary action to protect employees from harm. • Employees do not need to reveal any personal medical information but are asked to disclose anything that affects their ability to evacuate a building. Employers must manage the workplace risks to the health and safety of all their employees and must include disabled employees in any relevant health and safety information and training. Further information can be found here.

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	Employees who do not wish to discuss the detail of a condition with their line manager may do so with Health and Safety, Workplace Health or Human Resources. The completion of the PEEP will decide upon the best escape plan for employees in an emergency. This PEEP needs to be reviewed on a regular basis. The regularity of the review would depend on various factors, such as type of disability or permanence etc.
Line Managers & Supervisors	Are responsible for: • Ensuring Personal Emergency Evacuation Plans (PEEP) are provided for employees where assisted emergency evacuation is required. The PEEP template is available from the Health and Safety intranet pages or department. • Ensuring any employees provided with a PEEP, are actively involved in its production and are provided with a copy of their plan. • Sending a copy of the PEEP to HealthAndSafety@norfolk.police.uk, who will maintain a register of users and share this with the Estates Department as appropriate. • Ensuring those assigned responsibilities for assisting persons to which a PEEP applies are aware and receive appropriate training in the use of equipment required for evacuation e.g.: Evac Chair training. • Ensuring Evacuation Marshals for the building are aware of the presence and content of the PEEP and for whom it is provided. • Ensuring requests for equipment associated with assisted evacuation are made to the Facilities Department.
Evacuation Marshalls	Are responsible for: • Acting as the lead during an evacuation situation, co-ordinating the movement of staff and others to a place of safety. • Being aware of any personal emergency evacuation plans. • Undertaking evacuation chair training as required for their location
Head of Estates	Is responsible for ensuring the provision, installation and maintenance of equipment related to assisted

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	evacuation, e.g. Evac chair, detection, alarm systems etc.
Health and Safety Manager & Health and Safety Advisors / Fire Safety Officer	Are responsible for ensuring: • that during their risk based health and safety / fire safety site inspections, the requirement for a PEEP is scoped and that any existing PEEPs are recorded. Any non-compliance is to be reported to the Responsible Person (Local) for the premises for rectification. • the availability of training in relation to equipment required for emergency evacuation, e.g. Evac Chair.
Responsible Persons (Local)	Are responsible for ensuring: • that wherever reasonably practicable, instruction is issued to position visitors with restricted mobility on the ground floor of their premises. • through the quarterly health and safety tour, that occupants, to the best of their knowledge, have been subject to a PEEP where required, e.g. restricted mobility.
All employees	Are responsible for: • Ensuring a PEEP is provided for any visitor where assisted emergency evacuation is required. The PEEP template is available from the Health and Safety intranet pages or department. • Ensuring any visitor provided with a PEEP is actively involved in its production and is provided with a copy of their plan. • Evacuating, without delay, to a place of safety in response to any evacuation alarm sounding and not stopping to collect belongings in the event of an evacuation.

Use of Lifts under Fire Conditions

Role Title	Responsibilities
All employees	Are responsible for ensuring that during the sounding of a fire alarm no lift is used as a means of escape.

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Head of Estates	Is responsible for ensuring: • that clearly visible signage is provided at each lift on each floor, providing instructions with picture and words stating “<i>in the event of fire do not use this lift</i>” (or similar). • that in the event of a fire alarm activation, the lift will automatically return to a floor for personnel’s immediate exit and escape. • that clear guidance and instructions on the actions to take is available in the event of a lift failure. • that written guidance is available to operate the lift in the event of a need for emergency release. • a scheme is in place to test the operation of the lift alarm both inside and outside of normal working hours.
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Fire Zone Plans

Role Title	Responsibilities
Head of Estates	Is responsible for ensuring: • all buildings that have a fire detection/alarm system are provided with a supporting up to date fire zone plan indicating the coverage of the detection/alarm system and, where relevant, this is broken down into the various detection/alarm zones for that system. • the plan is located next to the main fire panel or main entrance door of the building, for easy access for the Fire & Rescue Service. • that an electronic record of the fire zone plan for all sites is held in the Estates repository. • that where no such fire detection/alarm exists on a site or in a building, this is clearly noted in the Estates repository.
Health and Safety Manager & Health and Safety Advisors / Fire Safety Officer	Are responsible for: • Ensuring that during their H&S / fire safety site inspections, the presence and condition of the fire zone plan is checked and any missing plans are reported directly to the Estates Unit.

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Fire Incidents and Reporting

Role Title	Responsibilities
Responsible Persons (Local)	Are responsible for: • Instigating a local Business Continuity Plan where service continuity is threatened by fire incident. • Ensuring the Business Continuity Manager is informed at the earliest opportunity of fire incidents on Constabulary premises that have or are impacting on service continuity.
Head of Estates	Is responsible for: • Ensuring the Business Continuity Manager is informed at the earliest opportunity of fire incidents on Constabulary premises that have or are impacting on service continuity.
Business Continuity Manager	Is responsible for: • Following the invocation of a Business Continuity Plan to facilitate completion of the Business Continuity 14 day report which enables identification of lessons learnt and instigation of remedial action in respect of Business Continuity. • Ensuring a detailed entry is made within the Business Continuity Event Record which is submitted to the Head of Operational Planning. • Ensuring that the relevant Deputy Chief Constable is informed of the incident and outcomes as appropriate.
All Employees	Are responsible for ensuring: • that an alarm is raised in the event of fire incident in accordance with training received and local guidance. • that all building fire incidents are reported on an accident/incident report form in line with Constabulary procedure.
Health and Safety Manager & Health and Safety Advisors / Fire Safety Officer	Are responsible for ensuring: • records of fire related incidents are recorded centrally and retained when reported. • the Business Continuity Manager has been informed of fire incidents on Constabulary premises that have

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	impacted on service continuity when not previously reported. • any fire related incidents are raised at the district/departmental health and safety meeting. • adequate investigation of fire related incidents and the instigation of remedial actions where appropriate. These remedial actions will be the outputs from investigation and the identification of lessons learnt. • that lessons learnt in respect of fire safety are reported to the Joint Health and Safety Committee. Incidents will also be reported through the relevant local health and safety meeting. This will also include reporting to the premises' Responsible Person (local) for the station/premises concerned and others, such as Estates and Facilities, detailing actions / recommendations arising from the investigation.
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Fire Safety Awareness – Contractor/Visitor Awareness

Role Title	Responsibilities
Head of Estates	Is responsible for ensuring: • that any site rules reflect specific fire safety hazards and controls. • that any contractors are made aware of site rules in advance or physical attendance at the Constabularies' owned, managed or occupied premises.
Responsible Persons (Local)	Are responsible for ensuring: • that visitors/contractors are informed of specific hazards in relation to the premises they are using. • visitors are informed of the actions to take to raise the alarm and in the event of emergency evacuation. • contractors sign the site attendance log upon arrival and review the site rules and fire guidance documents. • visitors sign the site attendance log upon arrival in accordance with local security arrangements and review the fire guidance document.
All Employees	Are responsible, as the host of any visitors to the premises, for ensuring:

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	• that visitors are informed of specific hazards in relation to the premises they are using. • that visitors are informed of the actions to take to raise the alarm and in the event of emergency evacuation. • that visitors sign in, in accordance with local security arrangements, and review the fire guidance document.
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Hot Works to Buildings

5.9 Hot works to buildings involve the undertaking of works by contractors which may involve a naked flame or hot welding.

5.10 This is common for works involving:

- Flat roof felt works or other coverings – Bitumen/tar boilers.
- Plumbing – welding of copper pipes – Blowlamps/blowtorches.
- Grinding wheels and cutting discs.
- Gas/Electric welding and cutting apparatus.

5.11 The Estates Unit has its own 'Hot Work Procedure' with which proposed works will comply.

Role Title	Responsibilities
Head of Estates	Is responsible for ensuring: • that all contractor hot works are undertaken in accordance with the Estates Unit hot work procedure. • that when contractors are to undertake hot work in accordance with the Estates Unit hot work procedure, they sign off the hot work permit before any work commences on site, to approve the type of work, how it is to be undertaken and to ensure there is no material impact on the use of their building.
Responsible Persons (Local)	Are responsible for: • Ensuring that a hot work permit for contractors to undertake hot work in accordance with the Estates Unit hot work procedure has been provided, reviewed and countersigned by the Estates Unit before any work commences on site. • Seeking the prior approval of Estates for a contractor to undertake hot work in or outside of their building.

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6. Smoking and Use of Nicotine Vaporisers (Nvs/E-cigarettes)

6.1 Please refer to the Smoke Free procedure.

7. Fire Safety Training

7.1 All employees should have an appropriate level of training to ensure they are:

- Competent to perform any fire role they have been assigned.
- Aware of the arrangements in place for managing fire risks within their place of work.

	All Employees	Responsible Persons (Local)	Evacuation Marshalls	Fire extinguisher operators	Evacuation Assistants
Knowledge needed	• Basic awareness of fire safety issues and prevention • Details of site emergency fire plan e.g. raising the alarm and evacuation • Awareness of basic fire extinguisher operating procedures and type/location of those on site • Site rules e.g. smoking areas, storage etc.	• Use of Site Log documentation and guidance • Instruction on how to manage fire risks within their building	• Detailed knowledge of the emergency fire plan and their role in effecting this • Checks to make e.g. escape routes kept clear, fire doors shut etc • Awareness of human behaviour • How to search safely and recognise areas unsafe to enter • Measures for evacuating those needing additional assistance • Knowledge of any fixed firefighting equipment such as sprinklers	• Employees who might be expected to tackle a small fire should have formal fire extinguisher training	• Instruction on the use of any relevant evacuation devices • Awareness of the content of any PEEP in place for areas they would be expected to cover • Dignity/ awareness training • Means of assistance available for the building
Training Required	• Fire and Bomb Awareness eLearning	• Responsible Persons eLearning	• Evacuation Marshalls eLearning • Face to face- EVAC Chair Assistants	• eLearning • Face to face practical firefighting equipment training	• Training by a trained/ experienced colleague or evac chair supplier on use of chair Dignity/ Awareness training.

7.2 The Fire and Bomb awareness e-learning course includes basic information on fire extinguishers. This is not intended to enable those undertaking this training to fight a fire as part of an active fire management strategy. It is

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intended only to give an understanding of fire extinguisher use should one ever need to be used in a worst-case scenario e.g. their escape route was threatened. Therefore, where there is a foreseeable need for employees to tackle a fire, formal training should be provided.

Initial Training

- Site specific fire awareness training and general fire awareness e-learning training should be provided to new employees as soon as they begin working for the Constabularies.
- Other role requirements training (extinguisher, marshal, evac chair etc) should be provided before requiring anybody to undertake one of these relevant roles.

Refresher training – Minimum frequencies

- Site specific training – Annually
- General fire awareness e-learning training – Every three years
- Evacuation assistant training consisting of:
 - Practice in the deployment and use of evacuation chairs (and similar equipment)
 - Dignity During Evacuation training – Every three years
 - Manual handling e-learning training – Every three years
- Formal fire extinguisher and fire warden training – Every three years

Role Title	Responsibilities
Health and Safety Manager & Health and Safety Advisors / Fire Safety Officer	Are responsible for ensuring: • training is available to all employees on 'Fire Safety Awareness'. The training shall cover actions in the event of emergency. The training will also need to be repeated as a knowledge refresher periodically. • information and training is available to Responsible Persons (Local) in order for them to execute their assigned responsibilities effectively with respect to fire. • the availability of training for those assigned the role of Evacuation Marshal.
Line Managers	Are responsible for: • Ensuring their completion of the Fire Awareness training in accordance with set refresher intervals, plus the completion of such training by anybody under their supervision.

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Head of Learning & Development	Is responsible for: •Recording and keeping training completion records in relation to fire safety awareness training. •Ensuring that Health and Safety can easily access these records for audit purposes at any reasonable time. •Providing completion data on request for the purposes of monitoring and reporting into Joint Health and Safety Committee.
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8. Definitions

8.1 Definitions are used to explain terms used within the policy.

Term	Definition
Responsible Person (Legislative)	The Regulatory Reform Order (Fire Safety) 2005 (Article 3) identifies the responsible person as follows: <i>In this Order “responsible person” means</i> a) <i>in relation to a workplace, the employer, if the workplace is to any extent under his control;</i> b) <i>in relation to any premises not falling within paragraph (a)</i> (i) <i>the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or</i> (ii) <i>the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.</i> In respect of the Norfolk and Suffolk Constabularies, in the majority of cases the Responsible Person as identified in law would be the Chief Constable of the respective Constabulary. Where two or more Responsible Persons share responsibility (e.g. tenant / landlord, multiple tenancy building or adjacent premises), the Responsible Persons must co-operate, share information and

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	collaborate to ensure adequate fire safety measures exist. The responsibilities of the Responsible Person (Legislative) for overseeing Fire Safety compliance are further set out in paragraph 4 of this document.
Competent Persons	Competent Persons will have specific duties delegated to them by the Responsible Person (Legislative). In all cases the Responsible Person (Legislative) will ensure that any appointed Competent Person is sufficiently trained, experienced and knowledgeable to undertake such assigned duties to assist them in the application of proper preventative and protective measures.
Responsible Persons (Local)	Each Constabulary owned, managed and/or occupied premises is required to have an appointed Responsible Person (Local). It is their responsibility to ensure compliance with statutory testing requirements and for the recording of the outcomes. This role supports the Responsible Person (Legislative) in the execution of their legal duties under fire safety legislation at a local level. Reference should also be made to the role of Health and Safety Responsible Persons in the 'Joint Statement of Health and Safety Policy'.
Site Log File	A folder present at every premises of the Constabularies containing records on completion of statutory checks, fire safety guidance and contractor signing in registers.
Evacuation Marshal	The nominated individual(s) assigned responsibilities in respect of coordinating emergency evacuation. These individuals must have received training on executing this role.
Fire Guidance	Information for occupants of Constabulary premises regarding actions to be taken when discovering a fire, hearing alarm and on evacuation. The guidance also provides information on the protective and preventative measures in place to protect building occupiers. The Fire Guidance document is available in the premise Site Log File.
Fire Risk Assessment	A suitable and sufficient risk assessment document provided by a Competent Person which details fire safety risks present within Constabulary premises. This supports compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

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Appendix A – Regulatory Reform (Fire Safety) Order 2005

PART 2 FIRE SAFETY DUTIES

Article 8: Duty to take general fire precautions

Article 9: Risk assessment

Article 10: Principles of prevention to be applied

Article 11: Fire safety arrangements

Article 12: Elimination or reduction of risks from dangerous substances

Article 13: Fire-fighting and fire detection

Article 14: Emergency routes and exits

Article 15: Procedures for serious and imminent danger and for danger areas

Article 16: Additional emergency measures in respect of dangerous substances

Article 17: Maintenance

Article 18: Safety assistance

Article 19: Provision of information to employees

Article 20: Provision of information to employers and the self-employed from outside undertakings

Article 21: Training

Article 22: Co-operation and co-ordination

Article 23: General duties of employees at work

Article 24: Power to make regulations about fire precautions

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Appendix B – Fire Safety Guidance

As per the Fire Safety Management Policy section 5, this '*Fire Guidance*' is to be provided at all premises and made available in the '*Site Log File*'.

The most up to date Fire Safety Guidance is available via the intranet or shared 'W' drive here:

W:\Collaboration\Human Resources\Health & Safety\Org\Governance\Policy & Arrangements\Arrangements\Fire Safety Guidance