



## Fire Safety Management

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Policy Holder	Health & Safety
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Policy No.	66

### Approved by

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**Note:** By signing the above you are authorising the policy for publication and are accepting responsibility for the policy on behalf of the Chief Constables.

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**Note:** Please send the original policy with all signatures on it to the Norfolk CPU for the audit trail.

## Index

1. Policy Statement.....	4
2. Key Principles.....	4
3. Definitions.....	5
4. Roles and Responsibilities – Overseeing Fire Compliance .....	6
5. Roles and Responsibilities – Fire Risk Assessments .....	9
6. Roles and Responsibilities – Storage of Dangerous Substances, Ammunitions and Firearms.....	11
7. Roles and Responsibilities – Fire – Staff Training .....	13
8. Roles and Responsibilities – Fire Guidance for Individual Buildings .....	13
9. Roles and Responsibilities – Fire Means of Escape and Building Compartmentation.....	14
10. Roles and Responsibilities – Fire Detection, Alarms & Red Care Links ....	15
11. Roles and Responsibilities – Fire Signage & Emergency Lighting .....	16
12. Roles and Responsibilities – Fire Extinguishers and Fire Fighting Equipment .....	17
13. Roles and Responsibilities – Fire Suppression Systems.....	17
14. Roles and Responsibilities – Fire Evacuation Tests .....	17
15. Roles and Responsibilities – Fire Evacuation Personal Emergency Evacuation Plans (PEEPS) – for staff and visitors.....	18
16. Roles and Responsibilities – Use of Lifts under Fire Conditions.....	19
17. Roles and Responsibilities – Fire Zone Plans .....	19
18. Roles and Responsibilities – Fire Incidents & Incident Reporting.....	20
19. Roles and Responsibilities – Contractor/Visitor Fire Awareness .....	21
20. Roles and Responsibilities – Hot Works to Buildings .....	22
21. Roles and Responsibilities – Smoking – Fire Prevention .....	23
Appendix A – Fire Management Structure .....	24
Appendix B – Regulatory Reform (Fire Safety) Order 2005.....	25
Appendix C – Fire Safety Guidance.....	26

## Legal Basis

*(Please list below the relevant legislation which is the legal basis for this policy). You must update this list with changes in legislation that are relevant to this policy and hyperlink directly to the legislation.*

### **Legislation specific to the subject of this policy document**

<b>Section</b>	<b>Act (title and year)</b>
	Health and Safety at Work etc Act 1974
	Regulatory Reform (Fire Safety) Order 2005
	Workplace (Health, Safety and Welfare) Regulations 1992

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

<b>Act (title and year)</b>
<a href="#">Human Rights Act 1998 (in particular A.14 – Prohibition of discrimination)</a>
<a href="#">Equality Act 2010</a>
<a href="#">Crime and Disorder Act 1998</a>

<a href="#">Health and Safety at Work etc. Act 1974 and associated Regulations</a>
<a href="#">General Data Protection Regulation (GDPR) and Data Protection Act 2018</a>
<a href="#">Freedom Of Information Act 2000</a>
<a href="#">The Civil Contingencies Act 2004</a>

### Other Related Documents

- Estates Unit Hot Work Procedure
- Joint Health and Safety Policy
- Personal Emergency Evacuation Plan (PEEP)
- Fire Safety Guidance
- Health & Safety Training Plan
- [Home Office – Fire Safety Risk Assessment \(Offices and Shops\)](#)
- [HM Government – Making your Premises Safe Short Guide](#)

## 1. Policy Statement

- 1.1 The collaborated Norfolk and Suffolk Constabularies (known as the Constabularies from this point forward) are committed to providing and maintaining a safe and healthy place of work.
- 1.2 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.
- 1.3 Throughout this policy, the word 'employees' includes police officers as well as members of staff and the words, employed, employing, etc., are to be construed accordingly.'

## 2. Key Principles

- 2.1 This fire 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.
- 2.2 This policy describes the objectives and responsibilities for Fire Safety within the Constabularies. It covers all persons employed by the Constabularies and all persons affected by the work of Constabulary employees.
- 2.3 This policy also aims to document the structure of the organisations and the management of Fire Safety within the Constabularies and their premises.
- 2.4 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.
- 2.5 It is vital to the effectiveness of the policy that the document is available to all staff; they understand its contents and are aware of their role in ensuring a fire safe environment.
- 2.6 In general, this Fire Policy requires:
  - The undertaking of a 'Fire Risk Assessment' 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.

### 3. Definitions

#### Responsible Person (Legislative)

The Regulatory Reform Order (Fire Safety) 2005 (Article 3) identifies the responsible person as follows:

*In this Order “responsible person” means—*

*(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;*

*(b) in relation to any premises not falling within paragraph (a)—*

*(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*

*(ii) 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.*

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 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 given 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) (Norfolk Constabulary Only)

A ‘Responsible Person’ (Local) is assigned to each Norfolk Constabulary premises.

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.

#### Business Support Officers (Suffolk Constabulary Only)

Business Support Officers are assigned to Suffolk Constabulary premises and recognised as the Responsible Person (Local) in Suffolk. 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. Where in this document it refers to Responsible Person (Local) it should be assumed that this also refers to Business Support Officers.

#### 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.

## **4. Roles and Responsibilities – Overseeing Fire Compliance**

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

### 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 B](#)).
- Ensuring a Fire Safety Management structure exists within the Constabularies (see [Appendix A](#)).
- Ensuring audit arrangements exist to oversee fire safety compliance.
- Ensuring 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 & Safety Committee

Is responsible for:

- Acting on behalf of the Chief Constables to review, consider, implement and maintain the obligations placed on the Chief Constables as the Responsible Persons (Legislative).
- Appointing on behalf of the Chief Constables one or more competent persons to assist him in undertaking the preventive and protective measures associated with Fire.

### Head of Estates & Facilities and Estates Manager (Competent Persons)

Are responsible for:

- Ensuring associated maintenance and testing responsibilities are undertaken in line with statutory requirements.

### Facilities Manager (Competent Person)

Is responsible for:

- Ensuring associated maintenance and testing responsibilities are undertaken in line with statutory requirements.
- Ensuring the provision of firefighting equipment within premises of the constabularies.

### Health & 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.
- 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.

#### Responsible Persons (Local)

Are responsible for:

- **Site Log File:** To ensure the Site Log File provided to you by the Estates & Facilities Department is clearly available to contractors and staff on you site. As the Responsible Person (Local) you must ensure that the records within are completed and available for inspection as required.
- **Fire Alarms:** Shall be tested on a weekly basis. Tests should be logged in the Site Log File and where utilised the Premise Monitoring Sheet.
- **Fire Evacuation Drills:** Must be carried out at least annually, registered in the Site Log File and where utilised the Premise Monitoring Sheet.
- **Emergency Lighting:** To be tested by a competent contractor once a month and recorded in 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:** As the Responsible Person (Local) for the premises it is necessary that employees, visitors and contractors know who to contact to discuss any safety concerns. Therefore the Responsible Person's (Local) poster should be displayed on the health and safety notice board. This is available from the Health and Safety Intranet/Department.
- **Evacuation Marshals:** Ensure that sufficient trained Evacuation Marshals are appointed. Those nominated as Evacuation Marshals should be communicated to building users via poster display and have undergone Evacuation Marshal Training. As the Responsible Person (Local), check to see if the names of the current Evacuation Marshals are displayed in the premises.
- **Health and Safety Tours:** As the Responsible Person (Local) you should perform quarterly site tours to identify health and safety/fire hazards and to take action to rectify any found. The Health & Safety Site Tour template will provide a list of items to look for as part of this tour. The tour should be recorded using the template and copies retained in the Site Log File for inspection purposes. Actions from these tours should be dealt with locally and any significant concerns escalated to the health and safety department.

### Employees

Are responsible for:

- Ensuring co-operation with managers/supervisors on matters of fire safety compliance.
- Ensuring they do not misuse or interfere with any equipment provided for their health and safety.
- Ensuring fire related incidents are reported in line with local health and safety reporting arrangements.
- Ensuring the reporting of any shortcomings in the fire safety controls provided by the organisation to the Health and Safety Manager.
- Ensuring completion of mandatory training in relation to fire safety or specific roles in relation to fire safety.
- Ensuring 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.
- Ensuring 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.
- Ensuring appropriate response and conduct when required to evacuate any constabulary premises under fire drill or fire incident conditions.

## **5. Roles and Responsibilities – Fire Risk Assessments**

### Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005 Article 9 the responsible person 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 he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

### Enforcing Authority

The local authority Fire and Rescue Officers have a duty to enforce the Regulatory Reform (Fire Safety) Order. They have various rights, including the right to enter and inspect the premises, to make enquiries, to request the production of information, records and documents and to take samples.

### Estates Manager

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 at or over 1,000 sqm every year, unless the fire risk assessor requires this to be undertaken on a more frequent basis due to existence of additional fire risks.
- Ensuring a fire risk assessment is undertaken for every building at or under 999 sqm every two years, unless the fire risk assessor requires this to be undertaken on a more frequent basis due to the existence of additional fire risks.
- 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.
- 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 to you 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.

#### Responsible Persons (Local) and Facilities Manager

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.

#### Health & Safety Manager and Health & Safety Advisors

Are responsible for:

- Ensuring that non-compliance in relation to Fire Risk Assessment completion is reported to the Joint Health & Safety Committee.
- Facilitating the close out of actions generated from fire risk assessment with those to which the action is assigned.

## **6. Roles and Responsibilities – Storage of Dangerous Substances, Ammunitions and Firearms**

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

- Petrol, diesel & 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:
  - Gas/butane cylinders/bottles.
  - Unknown dusts and powders, especially those relating to drug seizures.
  - Any equipment with substances inside, e.g.: petrol lawnmower.
  - Suspected radioactive materials.
  - Fireworks and other pyrotechnics.
  - Firearms and ammunitions.

Property Management Co-Ordinator, RPF OU 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 our buildings in accordance with statutory requirements.
- 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 Estates Manager.
- Ensuring 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 and other welding related gases.
- Ensuring the appropriate storage in accordance with best practice of vehicle batteries to include appropriate means of disposal.
- Ensuring the maintenance and inspection of fuel filling stations under force control.
- Ensuring the appropriate storage in accordance with material safety data sheet and COSHH assessment information of any flammable chemicals or gases.
- Ensuring the ongoing maintenance and availability of fume extract where required as defined by risk assessment.

#### Responsible Persons (Local)

Are responsible for:

- Ensuring that they are aware of the presence of any allocated areas at their premise for the storage of dangerous substances, ammunitions or firearms.
- Ensuring they have advised their Evacuation Marshals of the presence and location of dangerous substances, ammunitions or firearms in their building.

#### Line Managers

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.
- Ensuring staff and officers are provided with adequate information, training and instruction regarding dangerous substances, firearms and ammunitions as appropriate to their duties.

#### Health & Safety Manager and Health & Safety Advisors

Are responsible for:

- Ensuring that reasonable assistance and guidance is given to staff planning to store dangerous substances in our buildings or on our sites; and consider what measures are needed to reduce or remove the risk of people being harmed.
- 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 any areas of concern and/or non-compliance are escalated as appropriate to the Joint Force H&S Committee.

### Estates Manager

Is responsible for:

- Ensuring that any areas in our buildings or on our sites used for the storage of dangerous substances, ammunitions or firearms are identified on the building fire zone plan.
- Ensuring areas in our buildings used for the storage of dangerous substances are communicated to the competent Fire Risk Assessor.

## **7. Roles and Responsibilities – Fire – Staff Training**

### Health & Safety Manager

Is responsible for:

- Ensuring training is available to all staff and Police officers 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.
- Ensuring information and training is available to Responsible Persons (Local) in order for them to execute their assigned responsibilities effectively with respect to fire.
- Ensuring the availability of training for those assigned the role of Evacuation Marshal.

### Line Managers and Employees

Are responsible for:

- Ensuring the completion of the Fire Awareness training in accordance with set refresher intervals by yourself and anybody under their supervision.

### Head of Learning & Development

Is responsible for:

- Recording and keeping training completion records in relation to fire safety awareness training.
- Providing completion data on request for the purposes of monitoring and reporting into Joint Health and Safety Committee.

## **8. Roles and Responsibilities – Fire Guidance for Individual Buildings**

### Health & Safety Manager and Health & Safety Advisors

Are responsible for:

- Ensuring the provision of '*Fire Guidance*' identifying protective and preventative measures. (As provided in [Appendix C](#) - Fire Safety Guidance).
- Ensuring the Fire Guidance provides reference to information regarding the safe evacuation of all employees, visitors and contractors, including any

disabled people.

- Ensure that each building's responsible person (Local) has access to a copy of the fire guidance for the building via the site log file.
- Ensuring that each building has a current Fire Guidance document. Non-compliance will be reported to the Responsible Person (Local) and rectified.
- Ensuring the periodic review and re-issue of the fire guidance document.

#### Responsible Persons (Local)

Are responsible for:

- Ensuring they are aware of the location and understand the contents of the fire guidance for their building.
- Ensuring that where necessary, site specific guidance is developed to cover complex premises.
- Ensuring with the relevant leads that a Business Continuity Plan is available for their building.
- Ensuring 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.

#### 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.

### **9. Roles and Responsibilities – Fire Means of Escape and Building Compartmentation**

#### Estates Manager

Is responsible for:

- Ensuring all buildings comply with statutory and building regulation requirements for means of escape and building compartmentation.
- Ensuring 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.
- Ensuring any obvious damage to the building compartmentation/fabric which will impact on the fire safety of the building is reported to the Estates Manager directly.

### Health & Safety Manager and Health & Safety Advisors

Are responsible for:

- Ensuring that during H&S site inspections, the building means of escape are free from obstructions with any concerns reported to the Responsible Person (Local).
- Ensuring that during H&S site inspection, any obvious damage to the building compartmentation/fabric which will impact on the fire safety of the building is reported to the Estates department directly.

### All Employees

Are responsible for:

- Ensuring fire doors are not wedged open.
- Ensuring all means of escape are kept free from any obstructions and storage of materials.

## **10. Roles and Responsibilities – Fire Detection, Alarms & Red Care Links**

### Assistant Chief Officer – Resources

Is responsible for:

- Deciding on which buildings will be provided with Red Care links from the fire detection/alarm systems to the Contact and Control Room, subject to operational need and identified risks.

### Estates Manager

Is responsible for:

- Ensuring all fire detection and alarms systems are provided in buildings and maintained in accordance with statutory requirements.
- Ensuring 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.
- Ensuring all fire detection, alarms and Red Care systems are serviced, maintained and replaced in accordance with statutory requirements.
- Establishing 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.

- Ensuring the completion of their weekly fire alarm test is recorded in their building site log file and as applicable the central premises monitoring sheet (PMS).

#### Health & Safety Manager and Health & Safety Advisor

Are responsible for:

- Ensuring that during their H&S 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).

#### Security Manager

Is responsible for:

- Ensuring that all Red Care Link faults relating to Constabulary premises are reported to the Estates Manager directly.

### **11. Roles and Responsibilities – Fire Signage & Emergency Lighting**

#### Estates Manager

Is responsible for:

- Ensuring that 'Fire Action Notices' are prominently posted in key locations throughout each Constabulary building/workplace.
- Ensuring the provision of emergency lighting for emergency escape under electrical power failure conditions at all Constabulary premises.
- Ensuring all Constabulary buildings are provided with fire escape directional signage, including illuminated and fire door signage, in accordance with statutory requirements.

#### Facilities Manager

Is 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.

#### Head of Transport

Is responsible for:

- Ensuring all transport workshops, vehicles and transport fuel tanks have applicable fire risk signage displayed in accordance with statutory requirements.

#### Responsible Persons (Local)

Are responsible for:

- Ensuring as part of your quarterly Health and Safety tour that fire directional signage is present for your premises and leads to a final point of exit.
- Ensuring the completion of a monthly emergency lighting functional test by the Facilities Unit contractor for your premises is conducted and recorded in the Site Log File and where utilised on the electronic premise monitoring sheet.

## **12. Roles and Responsibilities – Fire Extinguishers and Fire Fighting Equipment**

### Estates Manager

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.

### 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.
- Ensuring all firefighting equipment is serviced, maintained and replaced in accordance with statutory requirements.
- Ensuring all firefighting equipment including extinguishers are provided with correct identification labelling and signage.

## **13. Roles and Responsibilities – Fire Suppression Systems**

### Estates Manager

Is responsible for:

- Ensuring all fire suppression (CO<sub>2</sub>) systems are provided, serviced, maintained and replaced in accordance with statutory requirements.
- Ensuring 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.
- Ensuring safe systems of work are agreed for the maintenance of fire suppression systems.

## **14. Roles and Responsibilities – Fire Evacuation Tests**

### Estates Manager

Is responsible for:

- Ensuring all buildings are provided with external site fire evacuation assembly points for each building.
- Ensuring where practicable that fire assembly point signage is displayed.
- Ensuring 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 annually.
- Ensuring 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).
- Ensuring co-operation and coordination in shared occupancy buildings to ensure effective fire evacuation arrangements are in place and tested.

#### Health & Safety Manager and Health & Safety Advisors

Are responsible for:

- Ensuring that during their H&S site inspections the undertaking of fire evacuation tests is checked and non-compliance is recorded and reported to the departmental/district health and safety meeting.

### **15. Roles and Responsibilities – Fire Evacuation Personal Emergency Evacuation Plans (PEEPS) – for staff and visitors**

#### Line Managers

Are responsible for:

- Ensuring Personal Emergency Evacuation Plans (PEEP) are provided for staff where assisted emergency evacuation is required. The PEEP template is available from the Health and Safety intranet pages or department.
- Ensuring any staff provided with a PEEP, are provided with a copy of their plan.
- 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.

#### Estates & Facilities Officers

Are responsible for:

Ensuring the provision, installation and maintenance of equipment related to assisted evacuation, e.g. Evac chair.

#### Health & Safety Manager and Health & Safety Advisors

Are responsible for:

- Ensuring that during their H&S 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 rectification.
- Ensuring 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.
- Ensuring 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.

## **16. Roles and Responsibilities – Use of Lifts under Fire Conditions**

#### All Staff and Police Officers

Are responsible for:

- Ensuring that during the sounding of a fire alarm no lift is used as a means of escape.

#### Estates Manager

Is responsible for:

- Ensuring that clearly visible signage is provided at each lift on each floor, providing instructions with picture and words stating “*in the event of fire do not use this lift*” (or similar).
- Ensuring that in the event of a fire alarm activation, the lift will automatically return to a floor for personnel’s immediate exit and escape.
- Ensuring that written guidance is available to operate the lift in the event of a need for emergency release.

## **17. Roles and Responsibilities – Fire Zone Plans**

#### Estates Manager and Estates Officers

Are 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.
- To ensure 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.
- An electronic record of the fire zone plan for all sites, is to be held in the Estates repository.
- Where no such fire detection/alarm exists on a site or in a building, this is to be clearly noted in the Estates repository.

#### Health & Safety Manager and Health & Safety Advisors

Are responsible for:

- Ensuring that during their H&S site inspections the presence and condition of the fire zone plan is checked and any missing plans are reported directly to the Estates Unit.

### **18. Roles and Responsibilities – Fire Incidents & Incident Reporting**

#### Responsible Persons (Local)

Is 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.

#### Estates Manager and Estates Officers

Are 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 instigation of a local Business Continuity Plan the Business Continuity Manager will hold a debrief of the incident to identify lessons learnt and instigate remedial action in respect of Business Continuity.
- Ensuring that the relevant Deputy Chief Constable is informed of the incident and outcomes.

All staff and officers

Are responsible for:

- Ensuring that alarm is raised in the event of fire incident in accordance with training received and local guidance
- Ensuring that all building fire incidents are reported on an accident/incident report form in line with Constabulary procedure

Health & Safety Manager and Health & Safety Advisors

Are responsible for:

- Ensuring records of fire related incidents are recorded centrally and retained when reported.
- Ensuring the Business Continuity Manager has been informed of fire incidents on Constabulary premises that have impacted on service continuity when not previously reported.
- Ensuring any fire related incidents are raised at the district/departmental health and safety meeting.
- Ensuring 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.
- Ensuring that lessons learnt in respect of fire safety are reported into the Deputy Chief Constable via 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 concerned and others such as Estates and Facilities, detailing actions/recommendations arising from the investigation

**19. Roles and Responsibilities – Contractor/Visitor Fire Awareness**Responsible Persons (Local)

Are responsible for:

- Ensuring that visitors/contractors are informed of specific hazards in relation to the premises they are using.
- Ensuring visitors are informed of the actions to take to raise the alarm and in the event of emergency evacuation.
- Ensuring contractors sign the site attendance log on attendance and review the site rules and fire guidance documents.
- Ensuring visitors sign in accordance with local security arrangements and review the fire guidance document.

All staff and officers

Are responsible for:

Ensuring as the host of any visitors to the premises that:

- Visitors 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.
- Visitors sign in accordance with local security arrangements and review the fire guidance document.

## **20. Roles and Responsibilities – Hot Works to Buildings**

- Hot works to buildings involve the undertaking of works by contractors which may involve a naked flame or hot welding.
- 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.
- The Estates Unit has its own ‘Hot Work Procedure’ to which proposed works will comply.

### Estates Manager, Senior Estates Officers and Estates Officers

Are responsible for:

- Ensuring all contractor hot works are undertaken in accordance with the Estates Unit hot work procedure.
- Ensuring that when contractors are to undertake hot work in accordance with the Estates Unit hot work procedure that they sign off the hot work permit before any work commences on site, to approve the type of work and how it is to be undertaken, to ensure there is no material impact on the use of their building.

They must not:

- Permit a contractor to undertake hot work without following the Estates Unit hot work procedure.

### Responsible Persons (Local)

Are responsible for:

- Ensuring that when contractors are to undertake hot work in accordance with the Estates Unit hot work procedure that they sign off the hot work permit before any work commences on site, to approve and understand the type of work and how it is to be undertaken, to ensure there is no material

impact on the use of their building. (Guidance: The hot work permit will be provided, reviewed and countersigned by the Estates Unit before it reaches the Responsible Person (Local)).

They must not:

- Permit a contractor to undertake hot work in or outside of their building without seeking the approval of an Estates Manager/Officer in the first instance.

## **21. Roles and Responsibilities – Smoking – Fire Prevention**

- All Norfolk & Suffolk Constabulary internal premises are smoke free in accordance with legislation. This includes the use of e-cigarettes.
- Smoking and the use of e-cigarettes is not permitted in the curtilage of Norfolk and Suffolk Constabulary premises unless in designated smoking shelters.
- All vehicles being used on Constabulary business are required to be smoke free at all times. This includes marked, unmarked, leased and rented vehicles. Private vehicles being used on Constabulary business must be smoke free when there is more than one occupant.

### All staff, officers, visitors and contractors

Are responsible for:

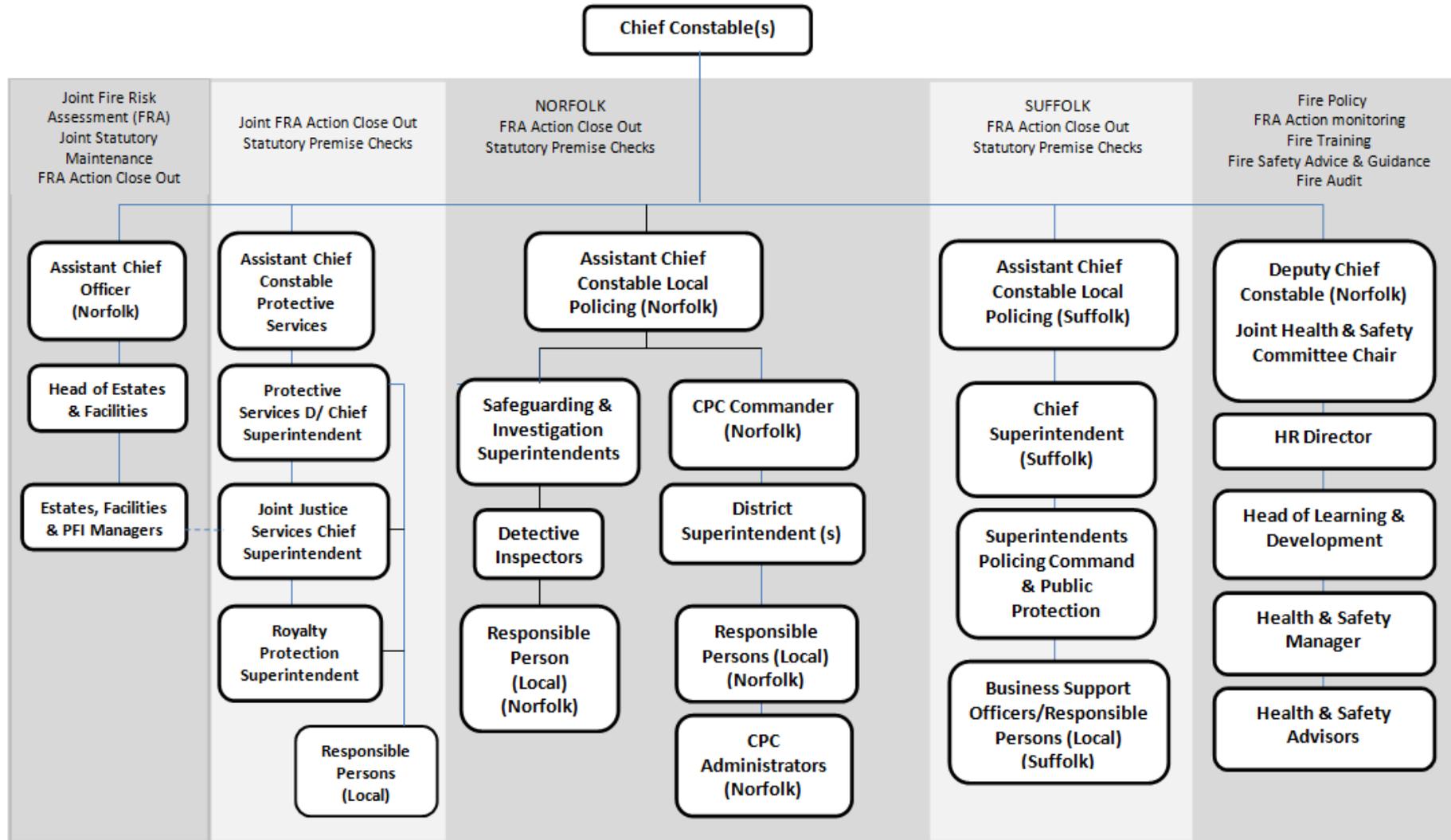
- Ensuring compliance with no smoking policies on Constabulary premises.
- Ensuring that e-cigarette chargers are not charged on Constabulary premises.

### Estates Manager and Transport Manager

Are responsible for:

- Ensuring the provision of '*No Smoking*' signage. No smoking signs must be displayed in a prominent position at every smoke free premises and within constabulary vehicles.

### Appendix A – Fire Management Structure



## **Appendix B – 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

## **Appendix C – Fire Safety Guidance**

As per the Fire Safety Management Policy section 8.0, 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 shared drive at:

<W:\Collaboration\Human Resources\Health & Safety\Org\Governance\Policy & Arrangements\Arrangements\Fire Safety Guidance 31-07-14 v15.doc>