

# **FIRE SAFETY PROCEDURE**



**Heddlu  
Gwent  
Police**

## **SUMMARY**

**STAFF ARE REMINDED THAT THIS SUMMARY IS STRICTLY AN OVERVIEW OF THE KEY ELEMENTS OF THE DOCUMENT AND FOR A MORE COMPREHENSIVE EXPLANATION THE WHOLE OF THE DOCUMENT SHOULD BE READ IN PARTICULAR SECTION 1.2'**

This procedure is linked to our Health and Safety Policy. Gwent Police accepts its obligations to ensure that all Police Authority owned buildings under its control comply with the requirements of the Fire Precautions/Workplace Regulations 1997 (amendment) Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

Fire is a potential and serious hazard to all personnel, visitors and those in police custody at Gwent Police premises.

It can cause death, injury and widespread damage to buildings, causing disruption of services and normal working arrangements. It is therefore vitally important that fires are prevented.

This document seeks to outline guidance for staff and other personnel on how to both prevent and deal with fire.

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE.**

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## **1.0 Guidance, Procedures, Tactics**

### **1.1 Risk Assessments and Health and Safety Considerations**

The Gwent Police Service Risk Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if required or requested.

See Appendix A attached.

### **1.2 Specific Instructions and Procedures**

**1.2.1 The Estates and Facilities Department Manager** will ensure that all police authority owned buildings (including leased building) comply with the requirements of the fire precautions/workplace regulations 1997 (amendment) regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 by ensuring so far as is reasonably practicable that the following tasks are undertaken by the Estates and Facilities Department or its nominated contractors:

<b>Equipment</b>	<b>Period</b>	<b>Action</b>
1) Fire detection and fire warning systems including self contained smoke alarms	Weekly	Check all systems for state of repair and operation
	Quarterly	Battery checks
	Annually	Full check and test of system by competent service engineer. Clean self contained smoke alarm and change batteries.
2) Emergency Lighting	Monthly	Check test all systems for state of repair.
	Quarterly	Battery checks.
	Annually	Full check and test by competent service engineer.
3) Fire fighting	Weekly	Check items for correct

equipment including hose reels		installation and state of repair.
	Annually	Full check and test by competent engineer.
4) Wet and Dry Rise Main	Half Yearly	Check function and condition of control valves.
	Annually	Pressure test by competent engineer.
5) Fire Evacuation Tests	Twice Yearly	Carry out at all occupied Gwent Police buildings.
6) Fire Risk Assessments		Carry out at all occupied Gwent Police buildings as identified at 1.2.5.

1.2.2 **Business Support Officers** and their nominated competent persons (people who have attained either the Police Certificate in Health and Safety or the Level 3 Certificate in Occupational Safety and Health) will ensure so far as is reasonably practicable that at all premises under their control, suitable and sufficient fire safety instructions and operational procedures are in place and brought to the attention of all personnel and visitors (See Appendix A – Fire Evacuation Guide).

Business Support Officers will co-operate where necessary with the Estates Department and Fire Authority during Fire Evacuations at their nominated premises. They will also ensure that specific evacuation risk assessments for persons with specific needs are completed (See Appendix A – Fire Evacuation Guide). Any fire safety training requests or issues are identified to the appropriate person/department or through the Health and Safety Committee Reporting Systems.

1.2.3 **Heads of Department / Line Managers / Supervisors** will ensure that so far as is reasonably practicable that in the event of a fire evacuation / emergency their sections are quickly and efficiently evacuated.

In order to assist with the Emergency Evacuation Procedure, Heads of Department, Line Managers and Supervisors will ensure that Fire Wardens are nominated for sections under their control (See Appendix A – Fire Evacuation Guide).

#### **1.2.4 ALL GWENT POLICE PERSONNEL**

The Best of Physical Fire Precautions will be of only limited value unless complemented by full understanding and acceptance on the part of all personnel of their responsibilities in the field of fire safety and fire safety training. The responsibilities expected should be outlined in the induction process given by line managers. If there is any doubt as to what these responsibilities are contact should be made with the Business Support Officer or the Force Health and Safety Adviser.

These responsibilities must be exercised in order to ensure the safety of all personnel, visitors and those in police custody in the event of a fire. Visitors attention should be drawn to the information contained on their signing in pass on arrival at all police premises and any relevant information with regard to fire safety should be brought to their attention by the person authorising their visit or work. This will ensure they know what is expected of them in the event of a fire.

Custody officers are given the required training as laid down by the Force Operational Safety/ Health and Safety Procedure. The custody units have fire safety procedures, which are customised for that particular environment.

Specifically all personnel must:

- (a) Have a basic understanding of fire safety and containment.
- (b) Know what to do in the event of a fire.
- (c) Participate regularly in fire drills and other fire training prescribed.
- (d) Know to whom fire hazards should be reported and suggestions made, as identified in local fire procedures.

Specifically this is the information to be given at induction.

#### **1.2.5 SAFETY OF PREMISES (Estates and Facilities Department)**

All Gwent Police Authority owned buildings shall be designed, constructed, (or in the case of existing premises, modified) maintained and equipped to ensure that:

- (a) There is approved access to and around all buildings for fire appliances.
- (b) The risk of fire is minimised.
- (c) The possibility of the spread of smoke, heat and fumes is minimised.
- (d) There are sufficient approved means of raising an early alarm in the event of a fire.
- (e) There are reliable means of identifying the area of alarm.

- (f) There are sufficient and efficient means of escape to a place of safety.
- (g) There is adequate means for calling the fire brigade.
- (h) There is adequate and appropriate provision of fire fighting equipment.
- (i) There is adequate and appropriate provision of statutory fire safety signs, notices, instructions and other visual aids, which should be appropriately positioned.
- (j) There is adequate and appropriate provision of emergency lighting.

Fire risk assessments will be carried out on all Gwent Police Authority owned occupied buildings. The Estates and Facilities Department Manager will ensure that for all buildings over 1000m<sup>2</sup> a fire risk assessment will be undertaken by a nominated contractor. For all other buildings the assessments will be completed by the Force Health and Safety Adviser and the Estates and Facilities Department Supervisor (See Appendix A). Note the estates department will ensure where staff are located at lease premises fire risk assessments are/evacuation procedures are in place.

The responsibility for the decision making in respect of work to be done highlighted from the assessments/inspections ultimately lies with the Chief Constable (under the scheme of delegation for the Police Authority) based on recommendations from the Strategic Health and Safety Policy Committee.

Fire risks will be reviewed as part of the six-monthly health and safety inspections by service areas and any deficiencies will be immediately reported to the Estates Department for rectification. The fire risk assessments will be completed every **four years** unless building alterations have taken place, additional risks/staff have been introduced to the premises or service area six-monthly inspections highlight the need for re-assessment.

### **1.2.6 SAFETY OF PLANT, EQUIPMENT AND MATERIALS**

In order to minimise the risk of fire it is imperative that in all cases where minimum standards of fire safety are prescribed or where nationally agreed standards or specifications apply, plant, equipment, furniture and furnishings etc., purchased must comply with such standards and or specifications. Where existing plant etc. does not meet the statutory minimum standards/specifications, steps should be taken to replace with the appropriate item at the earliest possible time.

The risk assessment detailed above also looks at the safety of the existing plant and where it does not meet the required standard the same decision making process will apply. In relation to procurement, the procurement manager should

ensure that all items purchased meet the required standard. Advice is available from the Estates Manager and/or the Health and Safety Adviser.

## **2.0 Procedure Statement & Intentions**

### **2.1 Principle & Scope of Procedure:**

Fire is a potential and serious hazard to all personnel, visitors and those in police custody at Gwent Police Authority premises.

It can cause death, injury and widespread damage to buildings, causing disruption of services and normal working arrangements. It is therefore vitally important that fires are prevented.

This document seeks to outline guidance for staff and other personnel on how to both prevent and deal with fire.

### **2.2 Aims of Procedure**

The Chief Constable accepts the obligation to ensure that all Police Authority owned buildings under its control comply with the requirements of the Fire Precautions Act 1971 for buildings with a current Fire Certificate and the Fire Precautions/Workplace Regulations 1997 (amendment) Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

- (a) To prevent the occurrence and spread of fire.
- (b) To detect the occurrence of fire and raise the alarm.
- (c) To protect life and property from fire.
- (d) To protect the rights of others.

## **3.0 Introduction**

### **3.1 Origins/Background Information**

This procedure has been drafted in order to ensure compliance with current legislation and is a revision of existing Force procedure.

### **3.2 The Legal Basis and Legitimate Aims**

The legal basis for this procedure is the Fire Precautions Act 1971 and the Fire Precautions/Workplace Regulations 1997 Amendment Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

#### **4.0 Implications of the Procedure**

##### **4.1 Financial Implications**

No additional costs to be incurred over and above those currently budgeted for within the Health & Safety budget. There is however a recurring cost year on year.

##### **4.2 Human Resources/Training**

These instructions and procedures should be reinforced through appropriate induction, training and education. Training needs are assessed through the risk assessment process. The Force Health and Safety Adviser will arrange any training requirements by an appropriate training provider. A record of those who are trained in Fire Safety is held on the Force Delphi system and is maintained by the Personnel Department. Refresher training is provided at appropriate intervals.

By undertaking this training staff are made aware of their responsibilities back in the workplace in relation to Fire Safety, and this is reinforced by the Force Health and Safety Adviser and an appropriate training provider.

##### **4.3 Strategic Plan Links**

This procedure supports and is consistent with the Gwent Police/Human Resources Plan and Government Health and Safety Targets and Plans.

## **5.0 Human Rights Consideration Certification**

### **5.1 Auditing for potential interference and discrimination**

Q1. What articles of the Human Rights Act 1998 may be engaged?

Article 3  
Article 6  
Article 8  
Article 9  
Article 10  
Article 11  
Article 14

Q2. Where individual rights are engaged what is the potential to discriminate against the parties involved?

" In the application of this procedure the Force will not discriminate against any persons regardless of age, sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights ".

### **5.2 Key Human Rights Principles**

Q1. What is the legal basis for your procedure?

Section 3.3 refers

Q2. Does the procedure provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this procedure?

Restrictions on the rights protected in articles 8 - 11 in the Human Rights Act will be compatible with the convention only if they are aimed at protecting one of the interests listed in articles 8(2), 9(2), 10(2) and 11(2) respectively. The interest protected are broadly the same and generally include:

1. National Security
2. Public Safety
3. The protection of health or morals

4. The prevention of disorder or crime; and The protection of the rights of others.

Q3. How are staff made aware of the clearly defined decision making processes?

Section 1.2 refers

Q4. What are the minimum standards of documentation in relation to decision making?

Section 1.2 refers

Q5. How does your procedure provide guidance on the justification for assessment and actions as to whether the action is the least intrusive?

Section 1.2 refers

### **5.3 Rights, Publication, Audit and Inspection**

Q1. Are there any sections of the document which should not be disclosed to the public on the Force Publication Scheme; because they consist of tactical or operational procedures, that would inhibit the apprehension or prosecution of offenders if publicly known, or would compromise the ability of the force to carry out its duties? Please outline the relevant sections that cannot be disclosed.

This procedure can be disclosed

Q2. What rights to make representation are available?

Where there is a possibility of interference with the rights of an individual, adequate provisions will be put in place to ensure that they are informed of their rights to make representations.

Q3. What internal review and audit process is in place or is proposed?

This procedure has been drafted in accordance with the principles and rights contained within the Human Rights Act 1998. It will be reviewed and continuously assessed in the light of any relevant changes and developments in the application of the Act.

Q4. What external independent scrutiny is recommended?

This procedure document can be scrutinised during Inspection undertaken by the Police Authority and HMIC.

#### **5.4 Certification of Compliance**

Consideration has been given to the compatibility of this procedure and related policies and procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

#### **5.5 Legal Vetting**

There are no issues in this procedure under ECHR which cannot be resolved. This procedure has been vetted.

#### **6.0 Promotion and Distribution**

In order to highlight the existence of this procedure to staff there will be the following :

- GO entry following ratification
- Publication on the Force Intranet and internet
- Through Service Area Health & Safety Committees
- Business Support Officers
- Training
- Police Federation and Unison/Staff Associations

#### **7.0 Monitoring / Review**

The application of this procedure will be monitored by the Force Health and Safety Adviser, Business Support Officers and Service Area Health and Safety Committees nominated competent persons. The procedure will be evaluated in accordance with current fire safety legislation.

## **8.0 Procedure Identification Page**

This procedure has been drafted in accordance with the principles of Human Rights Legislation. Public disclosure is approved unless otherwise indicated and justified.

**Procedure Title:** FIRE SAFETY

**Reference:** 508/1 b issue 3

**Underlying Documentation:** Local Fire Procedures available at all Gwent Police buildings. Contact Business Support Officers.

**Protective marking:** Not protectively marked

**Procedure Ownership:** Estates Manager

**Portfolio/Business Area Owner:** DCC

**Procedure Written By:** Health & Safety Adviser/ Head of Estates

**Department Responsible:** Estates

**Procedure Lead:** Estates Manager

**Links to other Policies:** Health & Safety Policy

**Procedure Implementation Date:** February 2004 Revised August 2007 and approved by Health and Safety Committee. Revised Aug 26th 2011.

**Procedure Review Date:** August 2013

**GWENT POLICE**

**GUIDANCE NOTES**

**Summary of implications**

**Notes of explanation and advice for Premises / Estates Managers**

**Risk Assessment Form**

**Equipment inspection and maintenance check list**

**GWENT POLICE**

Regulatory Reform (Fire Safety) Order 2005

**Summary of significant implications of the Reform**

- The Regulatory Reform (Fire Safety) Order 2005 applies to all Gwent Police workplaces in buildings or parts of buildings (including workplaces in tents and other movable structures and places of work in the open air).
- The Fire Safety Order requires that employers:
  - Must appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
  - Must provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment , about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
  - Must consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
  - Must before you employ a child, provide a parent with clear and relevant information on the risk to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
  - Must inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures to the premises.
  - Must co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
  - Must provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the

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preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.

- If you are not the employer but have any control of premises, which contain more than one workplace, you are also responsible for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- Must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Must establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Must provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- Must ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- Employees must co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.
- The Fire Safety Order adds very little to what is already current law. It is understood that Gwent Police have taken, and are continuing to take, sensible and appropriate fire safety measures, it is almost certain therefore that very little further needs to be done. However, where further measures are required these should not be burdensome or costly.
- The Fire Safety Order applies irrespective of the number of employees in a workplace. If only one person is employed the workplace will have to comply.
- The Fire Safety Order provides for minimum fire safety standards in places where people work (including shared areas and facilities and the means of access to the workplace). Gwent Police as an employer is under corporate duty to comply with them.

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- The most significant requirement of the Fire Safety Order is the introduction of the employer's assessment of fire risk in each workplace that is undertaken annually and the determination of the general fire precautions necessary to safeguard employees in case of fire. This process may be undertaken as part of existing health and safety risk assessment procedures, or separately, but in either case by persons specifically designated and trained to carry out the assessment. The assessment will need to be reviewed on a regular basis, preferably annually, and if there is a significant change to the workplace, working practices, staffing levels or staff mobility.
- Where five or more persons are employed in a workplace a formal record of the significant risk assessment findings and measures of control must be maintained. The Fire Authority are responsible for the supervision and control of compliance with the Fire Safety Order and may request to see this record at any time.
- All staff must be informed of the risk assessment findings and the measures of control; if a formal report is prepared it should be made available to them. Likewise persons who are not employee but who use the workplace must also have this information available.
- All workplaces must establish an emergency plan of action to be taken by staff in the event of fire, the evacuation procedure and arrangements for calling the Fire and Rescue Service. The Fire Authority may request to see this emergency plan at any time.
- For larger premises some staff should be trained in the correct procedures for evacuation, with particular emphasis on the needs of disabled or sensory-impaired persons and the use of fire extinguishers. All staff should know which type of extinguisher to use and the dangers of using the wrong type.
- All fire safety equipment, not just fire fighting, must be adequately maintained and tested on a regular basis and formal records retained for inspection. All equipment should be fit and appropriate for its intended use.
- Particular attention is attached to signage of fire points and escape routes which must be made to conform with the Safety Signs and Signals Regulations 1996 by 24<sup>th</sup> December 1998. Text only signs such as 'Fire Exit' must now incorporate a pictogram of a running person.
- The Fire Authority may inspect workplaces at any time without prior notice. Should it consider that further precautions are required, but that there is no serious risk of injury, it will confirm this in writing and will be willing to discuss in order to resolve. Should it consider that a serious risk of injury exists, it will issue a notice requiring the improvement of fire precautions. Failure to take immediate action would result in the issue of an Enforcement Notice and failure to comply with which is a criminal offence. In a situation where there

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is a serious threat to life the Fire Authority can immediately serve a notice under Section 10 of The Fire Precautions Act 1971, to prohibit or restrict the use of the workplace until the risk is reduced. Failure to comply with the notice is a criminal offence. Failure to comply with the Regulations which places staff or other users at serious risk is a criminal offence.

- Should any queries arise, following risk assessment and the setting of procedures, the Fire Authority should be consulted for clarification and advice.
- Special consideration will need to be given to Custody Suites or other sensitive areas, and consultation should be held with the Fire Authority to agree appropriate fire precautions in these areas – guidance on this may also be available from the Home Office.
- A useful reference booklet that supplements these documents with hints and advice is published by Her Majesty's Stationery Office and is entitled:

Fire Risk Safety Risk Assessment – Offices and Shops

**GWENT POLICE**

**The Regulatory Reform (Fire Safety) Order 2005**

**Explanation and Advice for Premises / Estates Managers**

**1. Introduction**

The Regulatory Reform (Fire Safety) Order 2005 apply to all Gwent Police workplaces in buildings or parts of buildings (including workplaces in tents and other movable structures and places of work in the open air).

The Regulations provide for minimum fire safety standards in places where people work (including shared areas and facilities and means of access to the workplace). Gwent Police as an employer is under corporate duty to comply with them.

Briefly the Regulations require you to:

- Must appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- Must provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- Must consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- Must before you employ a child, provide a parent with clear and relevant information on the risk to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- Must inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures to the premises.

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- Must co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- Must provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.
- If you are not the employer but have any control of premises, which contain more than one workplace, you are also responsible for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- Must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- Must establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Must provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- Must ensure that the premises and any equipment provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- Employees must co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

## 2. The Risk Assessment

The purpose of the risk assessment is to identify the measures needed to be taken in order to comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005.

The risk assessment usually involves identifying the hazards present in any workplace and then evaluating the extent of the risks involved. A 'hazard' is something with the potential to cause harm, 'risk' expressed the likelihood of the

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'harm' being realised, and the 'extent' covers the people who which might be affected.

The process of the risk assessment may be divided into categories some of which are:

- Identify any sources of ignition in the workplace – remove them from the workplace or reduce them if possible. This will reduce the possibility of a fire occurring.
- Identify any combustible materials in the workplace – remove them to a safe place away from sources of ignition, or reduce them significantly so that any fire occurring may be kept small.
- Identify any structural features that may assist in the fire growth, e.g. openings in walls which will allow the fire to spread quickly – can they be filled in to restrict the fire growth and therefore reduce the risk?
- Identify any structural features that may allow heat and smoke into the escape routes, e.g. openings in walls onto the escape routes – fill them in to prevent heat and smoke into the escape routes.
- Identify those people who may be at significant risk should a fire occur – can their escape routes be improved; are additional doors required?
- Will a fire be detected quickly by the people in the workplace? If not, it may be necessary to put in detectors.
- If a fire is discovered can an alarm be given quickly and easily to everyone else in the workplace? Someone shouting may be sufficient, if not, an alarm system may be required.
- If a fire is discovered are there fire extinguishers adequate to deal with it? Are people trained in their use?
- Are the extinguishers clearly visible and easily identifiable? If not they may need signs.
- Is there adequate lighting in the workplace and along the escape routes? If there is a lighting failure will everyone be able to see their way out? If not, it may be necessary to provide emergency lighting.
- Are all the exit routes and exit doors adequately signed? If not, additional signs may need to be provided.
- Is there a fire plan in being? If not it may be necessary to create one and instruct everyone in its detail.
- Is all the fire safety equipment properly maintained and regularly checked? If not it may be necessary to formulate proper checking systems.
- Are there adequate measures in place to ensure that anyone bringing hazards into the workplace (contractors, etc) can be identified? If not, it may be necessary to provide a system of control.
- Other matters peculiar to the particular workplace will need to be identified and dealt with adequately to satisfy the Fire Safety Order.

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The fire risk assessment must be reviewed by the employer if there is reason to suspect that it is no longer valid; or there has been a significant change in the matters to which it relates. Where the employer employs five or more people the significant findings of the fire risk assessment – and any employees identified as being especially at risk, must be recorded. This need not be a comprehensive document recording minor details but should concentrate on those factors which may have an effect on the safety of those employed in the workplace in the event of a fire occurring.

### **3. Procedures**

Where five or more persons are employed in a workplace you must maintain a formal record of the significant risk assessment findings and measures of control. The Fire Authority is responsible for the supervision and control of compliance with the Regulations and may request to see this record at any time without prior notice.

You must inform all staff of the risk assessment findings and the measures of control; if a formal report is prepared it should be made available to them. Likewise you must also inform persons who are not employees but who use the workplace.

You must establish, as part of the measures of control, an emergency plan of action to be taken by staff in the event of fire, the evacuation procedures and arrangements for calling the Fire and Rescue Service. The Fire Authority may request to see this plan at any time without prior notice.

You need to train some staff (only in larger workplaces) in the correct procedures for evacuation, with particular emphasis on the needs of disabled or sensory-impaired persons, and the use of fire extinguishers. All staff should know which type of extinguisher to use in various circumstances and the dangers of using the wrong type.

You must regularly check and maintain (via a suitably competent person) and in accordance with the manufacturer's instructions, your fire safety equipment, including your fire-fighting equipment, your means of detecting and giving warning in case of fire, your means of escape and your emergency lighting. See Maintenance Checklist Items 1 to 4 (attached) for equipment, periods of maintenance and action required.

### **4. Central Contact**

Estates and Facilities Department and/or Business Support Officers.

**GWENT POLICE  
(FORM FRA1)**

The Regulatory Reform (Fire Safety) Order 2005

**FIRE RISK ASSESSMENT**

Location:

Date:

**Assessment Team Leader:**

**Assessors:**

**Assessors:**

**Stage 1: Identifying The Fire Hazard**

	Yes/No/NA	Comments & Action Taken
1. Are all combustible materials and flammable liquids and gases stored safely?		
2. Are all heaters fitted with suitable guards and fixed in position away from combustible materials?		
3. Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?		
4. Is the wiring of the electrical installation inspected periodically by a competent person?		
5. Is the use of extension leads and multi-point adapters kept to a minimum?		
6. Are flexes run in safe places where they will not be damaged?		

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7. Is the upholstery of furniture in good condition?		
8. Is the workplace free of rubbish and combustible waste materials?		
9. Have suitable measures been taken to protect against arson?		
10. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?		
11. Who might be harmed: Staff <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Person with disability <input type="checkbox"/> Other <input type="checkbox"/> (specify)		
12. Is there a sufficient number of exits of suitable width for the people present?		
13. Do the exits lead to a place of safety?		
14. Are gangways and escape routes free from obstruction?		
15. Are the escape routes free from tripping and slipping hazards?		
16. Are steps and stairs in a good state of repair?		
17. Are final exits always unlocked when the premises are in use?		
18. Are the devices securing final exits capable of being opened immediately and easily without the use of a key?		

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**NOT PROTECTIVELY MARKED**

19. Are internal fire doors labelled as such and normally kept closed?		
20. Are the self-closers on fire doors operating correctly?		
21. Do the doors on escape routes open in the direction of travel?		
22. Are escape routes clearly and correctly signed?		
23. Are escape routes adequately lit?		
24. Have plans been made regarding assisting visitors and disabled persons to evacuate the premises?		
<u>Stage 2: Consider Whether The Existing Fire Safety Provisions Are Adequate Or Need Improvement</u>		
25. Where escape lighting is installed, is it in working order, maintained regularly and records kept?		
26. Are there alternative sources of lighting should the power fail?  What are they?		
27. Are adequate arrangements made for detecting and giving warning of fire?  What are they?		
28. Is the fire alarm system in working order?		
29. Is the fire alarm tested weekly?		
30. Are the fire alarm call points clearly visible and unobstructed?		
31. Are an adequate number of suitable fire extinguishers or hose		

**NOT PROTECTIVELY MARKED**

**NOT PROTECTIVELY MARKED**

reels provided?		
32. Are fire extinguishers and fire blankets located suitably and ready for use?		
33. Are there notices indicating the location of fire fighting equipment where the location is not obvious?		
34. Is the fire fighting equipment serviced annually by a competent person or company and records kept?		
35. Have staff been trained in how to operate fire fighting equipment and are arrangements in place for training of new staff and regular retraining for all staff?		
36. Have staff been trained in the action to take when the fire alarm operates and are fire drills carried out regularly (full evacuations)?		
37. Is any fixed fire fighting installation or automatic fire detection system in working order?		
38. Is there a log book to record maintenance, training and fire drills available, has it been kept up to date?		

**NOT PROTECTIVELY MARKED**

**Stage 3: What Further Action is Necessary To Control The Risk?**

None: All hazards and risks adequately controlled

Further Action Required (specify)

<b>Ref No</b>	<b>Additional Controls/ Action Taken</b>	<b>Name and Title of Person Responsible for Remedial Action</b>	<b>Time scale</b>	<b>Date Completed</b>

**General Comments**

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I have, being the designated fire risk assessor, undertaken and completed this risk assessment on the date indicated.

Signed .....Date .....

Print name and job title  
.....

Date of next review  
.....

**Note: If the use of the building or mobility or number of staff changes before this date, a risk assessment must be carried out immediately the changes take place.**

**GWENT POLICE**

The Regulatory Reform (Fire Safety) Order 2005

**MAINTENANCE CHECKLIST**

<b>Equipment</b>	<b>Period</b>	<b>Action</b>
1. Fire Detection and fire warning Systems including self Contained smoke alarms and Manually operated devices	Weekly	Check all systems for state of repair and operation
	Quarterly	Battery checks
	Annually	Full check and test of system by competent service engineer. Clean self contained smoke alarm and change batteries.
2. Emergency Lighting	Monthly	Check test all systems for state of repair.
	Quarterly	Battery checks.
	Annually	Full check and test of system by competent service engineer.
3. Fire-Fighting Equipment Including hose reels	Weekly	Check items for correct installation and state of repair
	Annually	Full check and test by Competent engineer.
4. Wet and Dry Rise Main	Half Yearly	Check function and condition of control valves.
	Annually	Pressure Test by competent engineer
5. Fire Evacuation Tests	Twice Yearly	Carry out at all Gwent Police occupied buildings
6. Fire Risk Assessments		Carry out at all Gwent Police occupied buildings