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# WILTSHIRE POLICE & POLICE AND CRIME COMMISSIONER



## Fire Safety Management Procedure

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## PROCEDURE OVERVIEW

Wiltshire Police and the OPCA for Wiltshire and Swindon are committed to providing a safe working environment for their staff, volunteers, visitors and contractors. The purpose of this procedure is to outline the processes and arrangements for the joint management of Fire Safety within both organisations.

## GLOSSARY OF TERMS

Term	Meaning
RRO	Regulatory Reform (Fire Safety) Order 2005 – (The Order)
RIDDOR	Reporting of Injuries Diseases and Dangerous Occurrences Regulations

## RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

All other Wiltshire Police Health and Safety Policies and Procedures.

## DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the Force [Data Protection Policy](#).

## FREEDOM OF INFORMATION ACT 2000

This document has been assessed as suitable for public release.

## MONITORING and REVIEW

The joint Fire Safety Management Procedure Document will be regularly monitored and reviewed by the Health and Safety and Facilities Departments. The document will be formally reviewed annually or in light of any significant change in process or legislation through the Force Occupational Health and Safety Committee.

All Fire Risk Assessments will be monitored throughout the year and formally reviewed as part of the health and safety audits for all premises. The review will be undertaken by the Health and Safety Department in consultation with the Facilities Department, local management and Staff Associations. The risk assessments will also be reviewed in light of legislative change, changes in work processes, staffing levels, building use or alterations.

## WHO TO CONTACT ABOUT THIS PROCEDURE

Head of Health and Safety  
Head of Facilities and Supplies

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## 1. Legal Requirements

The [Health and Safety at Work Act 1974](#) sets a general duty of care for safety placed on all employers, the self-employed and those in control of non-domestic premises throughout Great Britain. The Act and any regulations made under it are disapplied in relation to general fire safety measures covered by the [Regulatory Reform \(Fire Safety\) Order 2005](#), other than in special circumstances, such as major hazard sites. The Act does, however, apply to process-related fire safety hazards and precautions, including the storage of dangerous substances.

The Health and Safety at Work Act 1974 imposes a duty of care on the employer to ensure, so far as reasonably practicable, the health, safety and welfare of all staff and others affected by our undertakings. In addition, Sections 7 and 8 of the Act states that staff must take appropriate steps to safeguard their own health and safety as well as that of others.

The updated Regulatory Reform (Fire Safety) Order 2005 (known as the Order), incorporating the Fire Safety Bill and BS8629 2020/1 covers general fire precautions and other fire safety duties which are required to protect person in case of fire. The Order will remove current fire certification with fire safety being based upon a risk regime. The Order revokes the Fire Safety requirements which are incorporated in the Fire Precautions Act 1971, Fire Precautions (Workplace) Regulations 1997, as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999.

Main requirements of the Order:

- To appoint a Responsible Person for fire safety management as detailed within the Order.
- The Responsible Person must appoint one or more “competent persons” to assist in undertaking the preventative and proactive fire safety management measures.
- Ensure appropriate fire safety arrangements are in place, having regard to the size of its undertakings and the nature of its activities, for the effective planning, organization, monitoring and control of the preventative and proactive measures.
- To carry out a suitable and sufficient fire risk assessment, in order to determine the appropriate level of fire safety measures necessary to manage and control fire risks.

The Order also details specific requirements in relation to:

- Elimination and reduction of risk from dangerous substances.
- Fire fighting and detection.
- Emergency routes and exits.
- Procedures for serious and imminent danger in respect of hazardous substances.
- Provision of information, instruction, training and supervision.
- Safety assistance.
- Co-operation and co-ordination.

The [Fire Safety \(Employees Capabilities\) \(England\) Regulations 2010](#). The Regulations include a single requirement that every employer must, in entrusting tasks to employees, take into account their capabilities with regards to health and safety, so far as those capabilities relate to fire.

The [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#) specify escape route signs, safety signs prohibiting activities causing a fire hazard; warning signs of flammable, explosive materials, electricity; and fire-fighting information.

The [Dangerous Substances and Explosive Atmospheres Regulations 2002 \(DSEAR\)](#) contain a duty to eliminate or reduce risks to safety from fire, explosion or other events arising from the hazardous properties of dangerous substances in connection with work.

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The [Management of Health and Safety at Work Regulations 1999](#) contain a duty to make and coordinate arrangements in case of emergency with employers in neighbouring premises (as well as carry out risk assessments on work activities).

The [Fire Safety Act 2021](#) was published in April 2021 and provides a foundation for follow-up legislation to take forward recommendations from the Grenfell inquiry. The Fire Safety Act 2021 is of particular interest to building owners, leaseholders, those responsible for social housing or managers of multi-occupied residential buildings who are likely to be the responsible persons and who need to ensure that they have assessed the fire safety risks of the premises for which they are responsible, and have taken the necessary fire precautions as a result of that assessment. It also confirms that Fire and Rescue Authorities have the relevant enforcement powers to hold owners or managers to account.

The [Building Safety Act 2022](#) received royal assent on the 28<sup>th</sup> April 2022. The Building Safety Act introduces changes to building control that will affect all buildings, strengthens the Regulatory Reform (Fire Safety) Order, provides new accountability and duties and introduces competency standards and provisions to strengthen the construction products regulations.

## **2. Roles and Responsibilities**

### **2.1 Responsible Person**

The Responsible Person(s) have been identified as the OPCC Chief Executive and Chief Constable who own a number of responsibilities including:

- Ensure general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees and others affected by our undertakings.
- Make a suitable and sufficient assessment of the risk to which relevant persons are exposed for the purpose of identifying the general fire precautions required to comply with the requirements and prohibitions of the Order.
- Must provide employees with comprehensive and relevant information on the risks identified by the risk assessment, including the preventative and proactive measures.
- Must ensure the employer of any persons from outside our undertakings is also provided with comprehensive and relevant information and the risks to those employee and the preventative and protective measures taken by the Force.
- Must ensure that all employees are provided with adequate safety training at the time they are first employed and on their being exposed to new or increased risks as defined by the Order.

Where two or more responsible persons share or have duties in respect of premises each person must cooperate with the other responsible person to enable them to comply with the requirements and prohibitions of the Order. They must also ensure that reasonable steps are taken to inform the other responsible person concerned of any risks arising from our work activities.

Refer to [Regulatory Reform \(Fire Safety\) Order 2005](#) for a full list of responsibilities.

### **2.2 Competent Person**

The Responsible Person has appointed the Head of Health and Safety and Head of Facilities and Supplies as “Competent Persons” under the Order. The competent persons are responsible for assisting the responsible person in undertaking preventative and protective measures. It is the responsibility of the competent person to ensure that they have sufficient training, knowledge and experiences and other qualities to enable them to fulfill their responsibilities.

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## **2.3 Inspectors/managers in charge of stations/person with overall responsibility for the building**

Have the following responsibilities:

- Overall responsibility for fire safety within their station/building/department.
- To ensure the fire logbook is updated and maintained effectively.
- To ensure any requirements resulting from the fire risk assessment and building inspections are actioned by the relevant departments / persons within the stated time scales.
- To establish and maintain the Local Fire Evacuation Plan.
- Publish the local evacuation plan and ensure all staff, new starters, visitors and contractors are made aware of the local arrangements via the Station / Department local emergency plan.

## **2.4 Communication Control Centre (CCC)**

In the case of Wiltshire Police Command and Control Centre, it is the responsibility of the CCC Chief Inspector to ensure a definitive fire evacuation and fall back fire evacuation plan is established, disseminated to all relevant staff and tested on an annual basis.

## **2.5 Custody Suites**

In the case of Wiltshire Police custody suites, it is the responsibility of the Custody Inspector to ensure a definitive fire evacuation plan for each custody suite is established, disseminated to all relevant staff and tested on an annual basis. All fire actions and building design will be in accordance with the Police Custody Design Guide and Custody APP.

## **2.6 Nominated Persons for Fire Safety – Fire Marshals and Fire Coordinators**

Wiltshire Police's fire evacuation procedure use a combination of site specific nominated Fire Marshal and/or Fire Coordinators, as determined by individual fire evacuation plans, Swindon Gablecross and Devizes HQ are the only sites which operate with trained and dedicated Fire Marshals due to their size and the high risk work activities undertaken. All other sites and building utilise nominated Fire Coordinators. The senior person present will assume the fire coordinator role and act as the primary point of contact in the event of an evacuation. In the event of no obvious supervisor. A full list of fire marshal and fire co-ordinator responsibilities checklist can be found in the fire log books.

## **2.7 All Employees**

All staff, including contractors and visitors has the following generic responsibilities:

- To take reasonable care of their own safety and others affected by their undertakings.
- Comply with Force and OPCC policies, procedures, risk assessments, in relation to fire safety management.
- Inform management of any fire safety risks or concerns.
- To read, understand and comply with the local fire safety arrangements and evacuation plan for their building/department. Familiarise themselves with the location of the fire assembly point, fire escape routes, fire fighting equipment and how to raise the alarm.

## **3 Consultation Arrangements**

Wiltshire Police provides regular and in-depth consultation with Unison and Police Federation Safety Representatives. The Staff Associations will be formally consulted on all aspect of fire safety management through membership of the Occupational Health and Safety Committee and are invited to attend audits, inspections and review of risk assessments.

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## 4 General Fire Safety Arrangements

### 4.1 Standard Fire Procedures

#### ON DISCOVERING A FIRE,

- Raise the alarm immediately, by shouting **FIRE FIRE FIRE**. Actuate your nearest break glass call point and ring 999
- Do not rely on automatic fire warning systems. Summon the fire brigade without delay by the quickest available means.
- Only attempt to tackle the fire if it is safe to do so and you have been appropriately trained in the use of fire extinguishers
- Evacuate the area immediately closing doors and windows behind you
- Do not stop to take belongings with you.
- Report to the predetermined assembly point.

#### ON FIRE ALARM ACTIVATION (IF YOU HEAR THE ALARM,

- Immediately leave the building using the nearest fire exit warning others as you do so
- Take control of any visitors/contractors in your company, ensuring they evacuate with you.
- DO NOT divert or delay your exit to collect personal belongings
- Proceed to the assembly point with any visitors/contractors to be safely accounted for by the Fire Co-ordinator /Marshal
- Report to the Fire Co-ordinator at the assembly point informing them if anyone remains in the building and/or is unaccounted for. It is understood that it will not always be possible to account for everybody.
- DO NOT re-enter the building unless authorised to do so by the Fire Co-ordinator or Fire Service.

#### SENIOR PERSON PRESENT (if not obvious assume the role yourself)

- Assume the role of Fire Co-ordinator
- Follow detailed guidance in the Fire Co-ordinator Checklist found in the fire logbook

If a fire is discovered, raise the alarm immediately. This should be the first action taken by an individual on discovery of a fire, however small. Wiltshire Police will always support the individual who operated the fire alarm in good faith, regardless of whether it is determined that a fire existed. In the majority of Wiltshire Police premises the alarm can be raised by breaking the break glass point. In the absence of break glass points, (temporary offices and smaller low risk accommodation) the alarm can also be raised by shouting "fire, fire, fire". The individual must then contact the Fire Emergency Service immediately. It should be noted that **NOT** all Wiltshire Police fire alarm systems have a direct link to the Control Room. Please refer to local evacuation plans for details.

### 4.2 Fire Safety Management - Fire Logbooks

A Fire Logbook for each premises, will be maintained by the manager with overall responsibility for the building / station. The Fire Logbook must be printed off and contained within the red loose leaf A4 file, located along with a dedicated fire coordinator tabard, at the main fire panel for the building. Fire Logbook must be kept up to date. The contents may be inspected at any time by the Health and Safety Department, Facilities Department, Union Health and Safety Representatives and Fire Authorities.

The Fire Logbook will be officially reviewed by the Health and Safety Department as part of the fire risk assessment for the building.

The logbook will contain details on the following:

- Fire Co-Ordinator Check Sheet

- Fire Risk Assessment.
- Quarterly Inspection checklist.
- Fire fighting equipment inspection record.
- Fire alarm system test record.
- Fire drill test record.
- Emergency lighting test record.
- Fire detection equipment test record.
- Fire escape routes inspection record.
- CAD drawing of site.

### 4.3 Fire Risk Assessment Process

The process of carrying out a fire risk assessment is made up of several stages highlighted below. These will be adhered to as part of Wiltshire Police’s Fire Risk Assessment program.

<b>Fire Safety Risk Assessment</b>	
<b>1</b>	<b>Identify Fire Hazards</b> Identify: Sources of Ignition Sources of Fuel Sources of Oxygen
<b>2</b>	<b>Identify People at Risk</b> Identify: People in and around the premises. Vulnerable people at risk.
<b>3</b>	<b>Evaluate, Remove, Reduce and Protect from Risk</b> Evaluate the risk of a fire occurring. Evaluate the risk of people from fire. Remove or reduce fire hazards. Remove or reduce the risks to people.
<b>4</b>	<b>Record, Plan, Inform, Instruct and Train</b> Record significant findings and actions taken. Prepare an emergency plan. Inform and instruct relevant people. Provide training.
<b>5</b>	<b>Monitor and Review</b> Keep the assessment under review. Revise where necessary.
<b>Remember to keep the fire risk assessment under review</b>	



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#### **4.4 Level 2. Fire Risk Assessments**

A two-yearly Level 2 Fire Risk Assessment will be carried out for all Wiltshire Police premises by competent health and safety staff in conjunction with the Facilities Department and local line management. The fire risk assessment will ensure that the appropriate fire safety procedures, fire prevention measures and fire precautions (plans and equipment) are in place and working properly. The fire risk assessment will identify and highlight any fire issues which require attention. Higher risk premises will receive an annual fire risk assessment.

The aim of the fire risk assessment is to:

- Identify fire hazards.
- To reduce the risk of those hazards causing harm to anyone to as low as is reasonably practicable.
- To decide on what physical precautions and management arrangements are required to ensure the safety of people within the building.

It is the responsibility of the manager with overall responsibility for the building / premises to ensure any recommendations / actions are carried out within the defined time scales. The findings of the fire risk assessments will be recorded on Form 411 and copies of the completed fire risk assessments will be sent to the relevant manager with overall responsibility for the building/premises. Copies will also be placed in the local Fire Logbook. In the case of shared sites or joint ownership locations, the fire risk assessments will also be sent to the landlords, site sharers and other relevant persons for information /action as required.

Any fire certificates issued under the Fire Precautions Act of 1971 will cease to have any effect.

#### **4.5 Level 1 Fire Risk Assessments**

In addition to the inhouse, Level 1 Fire Risk Assessments, a comprehensive assessment of the risks of exposure to fire within and around Wiltshire Police premises will be undertaken to identify any further necessary controls or precautionary measures that should be undertaken to suitably and sufficiently assess compliance with the Regulatory Reform (Fire Safety) Order 2005, and where necessary The Dangerous Substances and Explosive Atmosphere Regulations 2002.

These fire risk assessments will be undertaken by an external accredited fire risk assessor in accordance with the methodology set out in PAS:79-1:2020. This affords compliance with internationally accepted fire risk assessment techniques and allows prioritisation of risk using an objective quantified system, by evaluating fire hazards, the mechanism for fires to occur, the people placed at risk by fire, and the measures in place to remove hazards or reduce risks to a reasonably acceptable level. The prioritisation of control measures identified within the assessments will guide Wiltshire Police in both the order and timescale for implementing those controls. The assessment programme will be completed during 2022 and the schedule will incorporate High, Medium and Low priority sites.

#### **4.6 Local Fire Evacuation Plan**

Every Wiltshire Police building/station must have an established local evacuation plan. The purpose of the plan is to ensure that staff and visitors to the premises know what to do if there is a fire and that the premises can be safely evacuated. The plan must be set up the by the person with overall responsibility for the building in conjunction with the Health and Safety Department. The completed plan must be displayed on the station/building health and safety notice board and a copy placed in the fire logbook. It is essential that all staff, visitors and contractors are made aware of the information contained within the emergency plan. In additional to the station/building plan a specific Fire Evacuation Plan must also be established for each Custody suite.

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In the event of shared sites with other organisations, it is desirable for the site sharers to agree and work with one overall plan. If this is not possible the plans must all be compatible.

#### 4.7 Persons with Disabilities

The fire risk assessment, emergency plan and all other fire safety documents for the building must take into consideration the safe access/egress of persons with disabilities who may be employed or visiting the building. An individual risk assessment which considers the individual's needs, requirements and reasonable adjustments to the workplace must form part of the overall assessment for the building. The assessment should be completed by local line management in conjunction with the individual using [Form 370, Personal Emergency Evacuation Plan](#).

#### 4.8 Fire Evacuations

Fire evacuation drills will be carried out for all premises at six monthly intervals or more frequent if the fire risk assessment requires it. Custody suites will be tested yearly. The drill will not be announced to staff beforehand, but specific departments may need to be informed e.g. custody. The manager with overall responsibility for the building will keep a record of the drill, time taken to evacuate and areas requiring improvement. Details will be recorded in the fire logbook, any good practice or lessons learned must be also addressed.

#### 4.9 Fire Extinguishers

Appropriate fire extinguishers will be in suitable locations within all Wiltshire Police premises. All fire extinguishers will be serviced annually by a competent contractor and checked weekly for obvious physical damage as part of the 6 monthly building inspection process.

#### 4.10 Testing and Maintenance

The fire safety equipment within Wiltshire Police premises will be maintained, inspected and recorded in the Fire Logbook as stated below:

Item	Maintenance Required	Frequency	By whom
Fire Extinguishers	Inspection for obvious damage/discharge.	Weekly	Nominated person
	Full inspection and service.	Yearly	Competent Contractor
Hose Reels	Full inspection and service	Yearly	Competent Contractor
Fire Alarm System	Test	Weekly	Nominated person / Facilities Support Officers
	Full inspection and service	Yearly	Competent Contractor.
Fire Detection System	Full inspection and service	Yearly	Competent Contractor
Emergency Lighting	Test	Monthly	Nominated person.
	Full inspection and service	Six monthly	Competent Contractor.

Note: Any nominated persons may require in-house training in how to test the fire alarm and emergency lighting systems. The Facilities Department can provide support and guidance.

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## 4.11 Fire Safety Signage

Fire action notices will be displayed in all Wiltshire Police premises in locations designated by the fire risk assessment. These must be kept up to date and not be removed or obscured by other notices / information.

All Wiltshire Police premises shall be fitted with means of escape signage to the standards set within the [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#). The signs will be placed and displayed in all Wiltshire Police premises in positions designated by the fire risk assessment. These must not be removed or obscured by other notices / information.

## 5 Information, Instruction and Training

### 5.1 Fire Safety Training

All police officers, special constables and police staff will receive basic fire safety training via their induction / probationer training and are required to complete the Mandatory College Learn Fire Safety Training and refresher training courses as required. The training will include the following learning points:

- Action to be taken on discovery of a fire.
- Action to be taken upon hearing the fire alarm.
- How to raise the alarm and fire alarm call points.
- Correct method of calling the fire brigade.
- Escape routes.
- Appreciation and importance of fire doors and the need to keep them always closed.
- Not to use lifts.
- Switching off machinery and isolating energy supplies where appropriate.
- Process of informing visitors, contractors of the fire safety arrangements.
- Arrangements for persons with a disability.

### 5.2 Fire Extinguisher Training

Fire Marshals and departments that have been deemed at higher risk and will need appropriate number of staff trained in the use of fire extinguishers.

Training will include:

- Understanding of what to do in the event of a fire
- Understand the different types of fire
- Understand how to use a fire extinguisher safely and effectively
- Practical hands-on experience of tackling a fire with a fire extinguisher
- Understand fire extinguishers methods of operation, capabilities and limitations

### 5.3 Information to Contractors and Visitors

All visitors and contractors to Wiltshire Police premises will be informed of the local fire safety arrangements and emergency plan for the building prior to commencing work. This will be available in the station logbook and displayed throughout the building via the fire action notices. Contractors are also required to read the site rules which are also found within the station

## DOCUMENT ADMINISTRATION

### Ownership:

Department Responsible: Health and Safety  
Procedure Owner/Author: Sarah SOMERS, Head of Health and Safety  
Technical Author:  
Senior Officer/Manager Sponsor: OPCC/Chief Constable

### Revision History:

Revision Date	Version	Summary of Changes
25.05.2018	7.0	Data Protection section amended to reflect implementation of GDPR and new DPA
26.04.2018	8.0	Standard review
11.07.2019	9.0	Standard review - no significant changes
05.09.2022	10.0	Standard review – move to fire coordinator roles following agile working, additional detail on relevant legislation added

### Approvals:

This document requires the following approvals:

Name & Title	Date of Approval	Version
Occupational Health and Safety Committee (CC chair)	07.09.2022	10.0
JNCC (Not required for all procedures)	N/A	

### Distribution:

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief	-	-
Email to relevant affected Staff/Officers	-	-
Other: <i>(state method here)</i>	-	-

### Diversity Impact Assessment:

Has a DIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the DIA with the procedure to the Force Policy Officer.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 26.04.2018
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### Consultation:

List below who you have consulted with on this procedure (incl. committees, groups, etc):

Name & Title	Date Consulted	Version
Occupational Health and Safety Committee	09.06.2016	7.0

### Implications of the Procedure:

#### Training Requirements

Training requirements as per section 5 above.

#### IT Infrastructure

No additional IT infrastructure required