



Force Policy

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***This Force policy is suitable for public disclosure under the
Freedom of Information Act 2000***

This document sets out principles to help guide decision making and in some parts may be quite prescriptive. However, it is vital that officers and staff have the freedom to innovate, exercise discretion and take risk based decisions centred on the needs of the victim and the merits of each case.

There may be occasions when a member of staff is considered to have acted outside of the content of this document but if they have done so with honesty, integrity and professionalism, to make the best decision for the community we serve, they will be trusted and supported. On the occasions when this is the case, the rationale for it must be properly recorded.

This document should be read in conjunction with the Force Policy Statement.

Introduction

The chief constable holds the role of 'responsible person' as per the requirement of the Regulatory Reform (Fire and Safety Order) 2005. As such he is ultimately responsible for the safety of all officers, staff and other persons who may have cause to be present on force premises with regard fire safety.

The chief constable fully appreciates the seriousness and risks associated with fire. It is also recognised that the provision of suitable and sufficient precautions will play a significant role in the protection of employees and others present on premises under the control and/or ownership of the Derbyshire Constabulary.

Derbyshire Constabulary will comply with all relevant fire legislation including, but not limited to the Regulatory Reform (Fire Safety Order) 2005.

The following shall form the core of the primary preventative and control measures: -

- a. Comprehensive premises fire risk assessment.
- b. Provision and maintenance of adequate means of fire detection.
- c. Provision and maintenance of adequate means of giving warning of fire.
- d. Maintaining an adequate means of escape in case of fire.
- e. Provision and maintenance of adequate equipment for fire-fighting.
- f. Provision and maintenance of suitable emergency lighting where required
- g. Provision of appropriate training and instruction to all employees and other relevant people.
- h. Provision and maintenance of 'no smoking' status for all areas of its properties and land.
- i. Effective management procedures to respond to and deal with the aftermath of fire.
- j. The establishment and maintenance of suitable and sufficient records demonstrating compliance.
- k. Provision and maintenance of firebreaks through walls and fire doors.

The above is not a definitive list but forms the core of the activity to be introduced. It is imperative that we all accept that we have a contribution to make to the minimisation of the likelihood of an incident occurring.

It is a requirement that ALL employees not only adopt a positive approach in the application of the minimum requirement, but also adopt a significant role in the application of continuous improvement of the controls and procedures adopted. This will be achieved through the establishment of a workforce fully aware and trained in fire safety and prevention, with a structured response to emergency situations.

The prevention of the conditions likely to result in an outbreak of fire is and will remain a priority of the force, however, in the event of an outbreak of fire the force seeks to provide an effective response through rapid detection, containment and control with the overriding objective always being the safety of any person followed by business continuity and building protection.

Organisation

Responsible person

The chief constable is deemed to be the responsible person in relation to the legislative requirement and must: -

- Review, consider, implement and maintain the obligations placed upon them by the requirements of the Regulatory Reform (Fire Safety Order) 2005.
- Review the policy on a regular basis and update as required to take into account legislative changes. Apply continuous improvement based upon best practice in fire safety and

prevention.

- Appoint senior personnel to the position of **competent person** to assist the **responsible person** in the application of the requirements of the Regulatory Reform (Fire Safety Order) 2005.
- Appointment of the **competent person** shall be in writing and the appointed **competent person** shall acknowledge acceptance of the delegated responsibility in writing.
- Prior to appointment, assessments shall be made by the **responsible person** as to the suitability of the **competent persons** training, experience and knowledge.

Locally appointed responsible person

Locally appointed persons are responsible for: -

- Ensuring all persons allocated specific duties are suitably trained (fire wardens etc.).
- Ensuring that there is a Fire Evacuation Plan for each site within their responsibility, detailing the action to be taken in the event of discovering a fire or hearing the alarm.
- Organising regular fire drills and evacuation exercises.
- Ensuring all necessary checks are completed and recorded in the fire logbook.
- Ensuring all staff receive site specific fire training. New employees shall receive this information on their first day of attendance at their location.
- Ensuring that all staff are kept up to date with any changes to fire procedures and legislation as well as having their knowledge refreshed.
- Ensuring that new or increased risks following any workplace changes are taken into account.
- Ensuring that all visitors, the public and contractors working on the premises are aware of the fire procedures. These procedures shall be displayed in prominent positions.
- Seeking advice from the force Health and Safety Section to ensure that Personal Emergency Evacuation Plans (PEEP) are developed for those persons who require them and ensure these arrangements are cascaded to fire wardens.
- Ensuring that fire safety logbooks are available on ALL premises and that they are kept up to date and available for inspection by any senior officer and the visiting enforcing fire authority.

Head of Assets

The Head of Assets is responsible for: -

- Providing advice to divisional commanders and heads of departments to enable them to reduce to a minimum the fire risk within buildings that they occupy.
- Ensuring that fire risks within all force buildings are reviewed through annual fire risk assessments.
- Ensuring that premises are allocated appropriate fire safety equipment, which is kept well maintained.
- Ensuring that all critical building related issues identified in the fire risk assessments are rectified within reasonable time scales.
- Ensuring that contractors for building projects work in a safe manner in accordance with satisfactory method statements that minimise the risk of fire. Advice will be sought, where necessary, from the force risk manager on these matters.
- Ensuring all force headquarters fire evacuation procedures are in place.

Divisional commanders/heads of departments

Divisional commanders and heads of departments are responsible for: -

- Ensuring adequate fire evacuation procedures are in place.
- Implementation of the Fire Safety and Prevention Policy and arrangements through appropriate information, instruction, training and promotion.
- Appointing persons to assist in the undertaking of preventative and protective measures

(including evacuation wardens). Where appointed, inform Assets of names of fire wardens and their areas of responsibility for liaison purposes.

- Ensure appointed wardens attend and receive appropriate training.
- Ensure that fire safety inspections of premises are undertaken.
- Ensure that findings and recommendations from the fire risk assessment are addressed and feedback is provided to Assets with regard action taken to ensure compliance.
- Ensure action is taken for risks hazards identified by others.
- Identify hazards and accordingly seek their elimination or control by reporting to the appropriate officer at divisional headquarters.
- Ensure that fire safety at work is actively promoted.

Fire marshal/fire wardens

Fire wardens are responsible for: -

- Familiarising themselves with escape routes, assembly points, fire marshal and location of refuge areas for the building they work from.
- Assisting in the efficient evacuation of persons from their area or responsibility to the relevant assembly points during any activation of the fire alarm, be this a drill or real event.
- Ensuring that any persons subject to a PEEP evacuates the building as per the plan (i.e. use of Evac Chair, buddy system etc.).
- Liaising with the fire marshal to provide an update report with regard the status of there are of responsibility.
- Completing all relevant training to enable them to fulfil their role effectively.
- Participating in any debriefs following drills or real events to identify any issues, learning points or good practices.
- Liaising with Assets staff as and when required to ensure compliance with any findings and recommendations detailed with the fire risk assessment.
- Ensuring there are suitable arrangements in place to cover for any periods of [un]planned leave (selection of deputy).
- Inform the divisional commander/head of department local responsible person of my circumstances which may prevent them from continuing in the role of fire warden (i.e. relocation, departure from the organisation).

Fire Marshals are responsible for: -

- All of the items as detailed for fire wardens.
- Acting as the single point of contact for fire wardens to report the status of their area following evacuation.
- Liaising with the fire service upon attendance at scene.
- Communicating the 'all clear' message to persons and providing instructions for re-entering the premise.
- Conducting a debrief of all fire drill and real events and providing report to divisional commanders/heads of department and the responsible person.
- Ensuring that the log book is completed with information pertaining to fire drill and other alarm activations (false alarms etc.).

Employees (all police officers, members of the special constabulary and police staff)

While the organisation and its managers have a clear responsibility regarding fire safety and prevention, it is essential that all staff are aware of their own duty of care to assist with the implementation of this policy. Employees are accountable for their actions and for ensuring they comply with this policy and the fire evacuation procedures. All staff have a responsibility to: -

- Familiarise themselves with the evacuation procedures, fire plan and evacuation procedures, assembly points and arson control.

- Complete all relevant training and comply with information and instruction contained within such packages.
- Report any fire hazards to the relevant persons, be this the divisional commander/head of department or head of assets.
- Ensure that they take positive action in the event of any alarm activation and evacuate the building as directed by the fire wardens and report to their designated assembly point.

Assets/Health and Safety Departments

Both these departments will provide support, assistance and guidance to locally responsible persons and/or any other person supporting this role to ensure that they can effectively discharge their duties.

Competent person duties

Competent persons will have specific duties given to them by the responsible person. In all cases the responsible person will ensure that any appointed competent person is sufficiently trained, experienced and knowledgeable to undertake such assigned duties to assist the responsible person in this application of proper preventative and protective measures.

Fire management

This section sets out the administrative management arrangements in place to ensure compliance with the Regulatory Reform (Fire Safety Order) 2005.

Fire risk assessments

Fire risk assessments are a statutory obligation designed to highlight fire hazards, the risks presented by the hazards and those individuals who may be affected by them e.g. employees, visitors, members of the public, contractors etc.

These assessments are carried out by an external company, deemed to be the competent person appointed by the force in order to assist in completion and maintenance of the assessments as per the statutory duty.

Each site/building has been subject to a fire risk assessment which is reviewed annually and records held by the Assets Department and a copy within the logbook.

The primary objective of a risk assessment is the identification and implementation of measures required to remove and or mitigate these hazards.

A suitable and sufficient fire risk assessment should: -

1. Identify possible/likely sources of ignition.
2. Consider specific requirements for employees with special needs as appropriate.
3. Consider requirements of visitors with special needs when undertaking fire risk assessment of public spaces e.g. reception areas, meeting rooms, functions rooms etc.
4. Enable management to prioritise control measures required.
5. Be undertaken and reviewed annually.

Fire safety logbook

Each site shall have a logbook and it shall be the responsibility of the 'locally responsible in person' in charge of individual premises. They shall be available for inspection by any senior officer and of the visiting enforcing Fire and Rescue Service. The contents shall be site specific, recording dates and details of the following: -

1. The site fire evacuation plan (including PEEP if relevant);
2. The site building plans – layout;
3. Fire risk assessments;
4. Fire alarm and emergency lighting testing and maintenance;
5. Maintenance of portable fire fighting equipment;
6. Maintenance of fixed installations;
7. Periodic and P.A. T. electrical testing;
8. Recorded details on the following building user tests;
9. Alarm and lighting tests;
10. Record of planned fire evacuation drills;
11. Staff fire training;
12. Fire events, false alarms and debrief notes;
13. Register of fire doors;
14. Fire warden walks;
15. Visits by local fire and rescue.

The divisional commander and heads of departments shall ensure the development and implementation of site specific fire safety plan for the application of the requirements of the Regulatory Reform (Fire Safety Order) 2005.

Training

It is essential that all employees understand their duty of care with regard to fire safety and prevention.

Fire safety training is a statutory requirement and the responsible person must ensure that all employees are provided with adequate safety training: -

- a. As part of the induction process upon commencement of employment;
- b. When an employee is transferred to a new location or given a change of responsibility;
- c. Following a refresher programme to be completed every 3 years.

All staff must complete the training and additional provision shall be made to maintain the required knowledge and skills within the workforce.

Divisional commanders and heads of departments are responsible to ensure all staff within their delegated area complete suitable and appropriate training packages.

Procedures

The divisional commander and heads of departments shall ensure that an up to date fire evacuation plan is in place for those premises and that the fire safety log book is kept up to date.

The evacuation process for force buildings is note Appendix A.

Fire evacuation drills

Minimum requirement is that procedures must be carried out at least once in a 12 month period.

The locally appointed responsible person shall arrange the evacuation exercise ensuring that the outcome is documented and that any lessons learned are disseminated to all relevant stakeholders within the building.

Fire evacuation drills for all staff to any premises should be carried without any prior notice being given on a random basis, to enable proper assessment to be undertaken to determine how staff responded under emergency conditions. In addition controlled drills should be carried out to familiarise staff with the procedure for evacuation.

Physical changes to buildings/places of work

In all cases, work within a building and/or structure controlled and/or occupied by employees of Derbyshire Constabulary which results in physical change to the internal layout of the building shall only be authorised by the Assets Team prior to the commencement of the work.

Leased, rented and PFI premises (including community police offices)

All lease agreements for premises occupied by the force in multi occupied buildings must include a requirement for the landlord/owner to provide written evidence of the existence of a fire risk assessment, current maintenance and service agreement of all fire safety equipment, i.e. emergency lighting, fire fighting equipment, fire alarms (manual and automatic).

Copies of these documents must be kept in the office occupied by Derbyshire Constabulary.

The landlord/owner must provide the Head of Assets with a copy of their premises fire risk assessment. This must provide details of the relevant means of escape and fire fighting equipment. The head of assets will ensure that this is then provided to the responsible person for those premises, who shall ensure that the information is made available to employees working in those premises. The authority will complete its own fire risk assessment as the occupier of the building.

Partnership arrangements

Derbyshire Constabulary employees may be located at other partner's premises e.g. council offices under partnership arrangements. The head of department responsible for these partnership arrangements must ensure that the partner's fire policy and relevant fire risk assessment is made available to the Head of Assets.

The Head of Assets shall ensure that the provisions made in premises not under the control of the force are suitable and acceptable for the protection of force employees.

Fire prevention and precautions

This section sets out the practical steps to be taken to ensure that premises under the ownership and/or control of Derbyshire Constabulary are built, maintained and equipped with a view to the prevention of fire.

Signage

Fire safety signs and notices including the site specific fire evacuation procedure must be displayed prominently throughout the premises; these *must not* be removed or obscured.

Means of escape

Shall be clearly identified within each specific building/structure and all stakeholders need to be aware of the primary exit routes from their place of work and all have responsibility to ensure such routes are kept clear at all times.

Fire doors

Fire containment forms the basis of fire protection for the occupants and the premises.

Effective compartmentalisation is dependant on fire resisting doors being closed and thereby maintaining integrity.

Fire resisting doors, marked 'fire door' must never be held open by wedges or other restraining devices, unless such devices are automatically linked to the fire alarm system and provide for automatic closing in cases of alarm activation.

Corridors and staircases: will form the principle escape routes in the event of a fire.

These areas *must* be kept free from obstruction and must not be used for storage, however temporary, as this provides valuable fuel for fire.

All doors, through which people may need to pass in the event of a fire, including all exits from the premises, must be kept free from obstruction on both sides and readily accessible from inside without the need for keys.

Inspection regimes are in place to ensure the integrity of this requirement.

Furnishings

All furnishings supplied by the force must conform to current legislation on fire.

Lighting

In the event of power failure, where appropriate, emergency lighting shall be made available for emergency escape and to enable fire signage to be read clearly.

Levels of emergency lighting required will be identified through the fire risk assessments.

Portable heaters/hot water boilers/beverage boilers/all portable electrical equipment

Any type of portable heater must be used with extreme caution and the use of flexible extension leads for heaters must be avoided.

PAT testing must be carried out in accordance with the Electricity at Work Regulations.

Heaters should be positioned to allow free flow of air and not against curtains or furniture.

AT NO TIME must the air flow be obstructed by covering the heater.

Flammable liquids

Flammable liquids and liquid petroleum gas must only be stored in small quantities.

Information on the suitability of storage should be obtained from a Health and Safety Advisor.

Waste

All combustible waste must be disposed of in non-combustible waste bins provided and emptied regularly. Wheelie bins are to be positioned away from buildings and in a suitable position such that their ignition would not result in transfer of fire to the nearby building.

Bins should be at least 10 metres away from any building where reasonably practicable.

Arson control

Any type of combustible material left unattended and in an insecure container is a prime target for arsonists. Every effort must be made to limit the availability of combustible items that can easily be set fire to, particularly around force buildings.

Vacated buildings present a significant risk. These premises must be subject to a separate fire risk and insurance assessment and actions addressed in line with recommendations.

Smoking/hot work

The NO smoking policy shall be observed at all times.

ALL construction/maintenance work classified as 'hot' shall be controlled by a permit to work.

Fire fighting equipment

Fire fighting equipment is provided for the control and extinguishment of a fire in its very early stages. It should only be used where it is safe to do so. If in doubt, close all access doors to the affected areas, ensure that the alarm has been raised then promptly leave the building reporting to the allotted assembly point.

Persons with special needs

It is the duty of the divisional commander/head of department to manage the safety needs of all persons with special needs and make appropriate arrangements for visitors to premises. This should be achieved through a personal emergency evacuation plan (PEEP).

Examples of persons to be included (but not limited to): -

- a. Persons with physical disabilities such as hearing or sight impairment, mobility issues (temporary or permanent);
- b. The elderly;
- c. The public – where young children could be present;
- d. Visitors who do not have English as a first language;
- e. Persons with respiratory problems;
- f. Persons with disabling conditions i.e. epilepsy

Such persons may need special care in the event of a fire and an active method or assisted means of escape. Fire risk assessments, where deemed necessary, will consider the specific needs of persons with special needs.

Contractors, visitors and the public

Arrangements shall be made to ensure that contractors, visitors and members of the public are given suitable and sufficient information, regarding site fire evacuation on first entering the building.

In general, contractors shall be allocated an authority to be present on location and to carry out authorised work.

Visitors shall at all times, where practicable, be accompanied by the hosting employee who shall adopt responsibility for the visitor in the event of an incident.

Access by members of the public to premises shall be restricted to very limited areas and at all times they shall be accompanied/attended.

Hosts responsible for the visitor/contractor shall ensure transfer to assembly points.

Receptionists/enquiry clerks shall ensure all records of visitors are presented to the senior evacuation warden for accounting against roll calls carried out.

Arrangements to prevent persons accessing and entering reception points during an evacuation should be in place.

Quick Reference – Responsible Persons Chart

Corporate Responsibilities	Ultimately Responsible	Locally Responsible Persons	Competent Persons
Derbyshire Constabulary's Fire Safety and Prevention Policy	<ul style="list-style-type: none"> Chief Constable – delegated to Director of Finance and Business Services 	<ul style="list-style-type: none"> Head of Assets 	<ul style="list-style-type: none"> Not applicable
Compliance with the relevant statutory duties	<ul style="list-style-type: none"> Director of Finance and Business Services 	<ul style="list-style-type: none"> Head of Assets 	<ul style="list-style-type: none"> Corporate Risk Manager Health and Safety Section
Fire Safety Training	<ul style="list-style-type: none"> Chief Constable 	<ul style="list-style-type: none"> Divisional Commanders Heads of Departments 	<ul style="list-style-type: none"> Health and Safety Section
Fire Risk Assessments for Force HQ Butterley Hall	<ul style="list-style-type: none"> Head of Assets 	<ul style="list-style-type: none"> Property Maintenance Manager 	<ul style="list-style-type: none"> Contracted Service Provider
Provision and maintenance of fire fighting equipment and signage	<ul style="list-style-type: none"> Head of Strategic Estates 	<ul style="list-style-type: none"> Property Maintenance Manager 	<ul style="list-style-type: none"> Contracted Service Provider
Fire Evacuation Procedures for Force HQ Butterley Hall	<ul style="list-style-type: none"> Head of Assets Head of Department, Operational Support 	<ul style="list-style-type: none"> Heads of Departments 	<ul style="list-style-type: none"> Appointed Evacuation Wardens
Fire Evacuation Procedures for Divisions (all premises except for Butterley Hall site)	<ul style="list-style-type: none"> Heads of Departments Divisional Commanders 	<ul style="list-style-type: none"> Officers in charge of buildings in Division 	<ul style="list-style-type: none"> Appointed Evacuation Wardens Health and Safety Section
Appointment of Evacuation Wardens	<ul style="list-style-type: none"> Heads of Departments Divisional Commanders 	<ul style="list-style-type: none"> Officers in charge of buildings in Division Senior Officers/Managers 	<ul style="list-style-type: none"> Appointed Evacuation Wardens/Marshal Health and Safety Section
Arrangements for visitors	<ul style="list-style-type: none"> Heads of Departments Divisional Commanders Head of Finance and Business Services 	<ul style="list-style-type: none"> Officers in charge of buildings in Division Senior officers/managers 	<ul style="list-style-type: none"> Reception & Enquiry Office staff All staff/officers

Corporate Responsibilities	Ultimately Responsible	Locally Responsible Persons	Competent Persons
Arrangements for contractors/ temporary staff	<ul style="list-style-type: none"> • Head of Assets (Property Schemes only) • Divisional Commanders • Heads of Departments 	<ul style="list-style-type: none"> • Property Maintenance Manager • Officers in charge of buildings in division • Senior Officers/Managers 	<ul style="list-style-type: none"> • Contracted Service Provider
Workplace/Fire Safety Inspections	<ul style="list-style-type: none"> • Heads of Departments • Divisional Commanders 	<ul style="list-style-type: none"> • Officers in charge of Buildings in Division • Senior Officers/Managers 	<ul style="list-style-type: none"> • Appointed Evacuation Wardens • Health and Safety Department • Assets
Identifying and reporting defective or non maintained equipment	<ul style="list-style-type: none"> • Heads of Departments • Divisional Commanders 	<ul style="list-style-type: none"> • Officers in charge of Buildings in Division • Senior Officers/Managers 	<ul style="list-style-type: none"> • Contracted Service Provider • Health and Safety Department • Assets

Evacuation Process

The following evacuation process is to be followed: -

1. Small Section Stations, Safer Neighbourhood offices etc.

24 hours a day

There is a designated Force Critical Incident Manager (CIM) on duty at all times and their responsibilities include ensuring that Control Rooms follow a pre-designated action plan in respect of evacuation as a result of fires, fire alarm activation etc. This will apply to all force premises outside normal office hours and to those smaller offices which do not have an enquiry office clerk or similar during normal opening hours.

The action plan will be based upon the following: -

1. The Fire Service are requested to notify the relevant Incident Control Room (ICR) in all cases of a fire at police premises. This should already take place in the context of their attendance at any fire. If an office is occupied at the time a fire starts, the occupant should notify the relevant ICR.
2. On notification of a fire the ICR will contact the supervisory officer of the relevant section.
3. The ICR will notify the CIM.
4. The supervisory officer will ensure there is a police presence at the premises and there is an immediate check of personnel on duty (via radio if necessary) to ensure that evacuation has taken place and there is no risk to anyone is trapped in the building.
5. The CIM is to ensure that the ICR have followed this simple action plan and that this a fact is recorded on the incident record.

2. Larger Section Stations

Between the hours of 7am and 7pm or when the enquiry office is open

Each area of a building will have a nominated evacuation warden and preferably a deputy to cover leave etc. the evacuation warden is responsible for sweeping their allocated area and reporting to the evacuation marshal that the area is clear.

Out of hours of the enquiry office

The same procedure will be adopted as for the smaller section stations [above](#).

Headquarters and Divisional Headquarters

Normal office hours – the procedure will be the same as for between the hours of 7am and 7pm above.

Outside the above hours – the procedure will be adopted as [above](#).

