

Dyfed-Powys Police

Fire Policy
 HQ Policy Ref. No: 25/01

Policy Owner:	Chief Officer Group		
Author:	S. Wathan	Dept:	Health and Safety Department
Version:	1.5		
Date:			
Human Rights Act Certification:	S. Gainard, Legal Services HQ	Date:	
Approved by:		Date:	
Ratified by:		Date:	
Review Date:	September 2010		

Document History

Version	Date	Author	Reason for Change
1.1	June 2004	S. Wathan	Review of fire evacuation
1.2	July 2005	S. Wathan	Review of fire evacuation
1.3	Nov 2005	S. Wathan	Review of fire evacuation
1.4	Sep 2007	S. Wathan	Review of fire action
1.5	Oct 2008	S. Wathan	Alteration of fire action

Consultation Circulation List

Human Rights Generic Audit Compliance List

Policy Name: Fire Policy

Policy Owner: Chief Officers Group

Audited by: S. Gainard

Issue	Question	Response	Page Ref.
AUDITING FOR POTENTIAL INTERFERENCE AND DISCRIMINATION	Have the contents of this policy (and any attendant powers, authorities and directions contained within it) been audited for potential interference with an individuals rights?	Yes. See initial statement.	Page 3 & Para. 7
	Have the contents of this policy been audited for the potential for it to be discriminatory in relation to the application or provision of such rights?	Yes	Para. 1.5(c)
KEY HUMAN RIGHTS PRINCIPLES	Does the policy contain a statement explaining what the legal basis is for the policy (and any attendant powers, authorities or directions given within it)?	Yes	Para. 2.2
KEY HUMAN RIGHTS PRINCIPLES	Does the policy provide details of what could be considered a legitimate aim(s) for the potential interference with an individuals rights by virtue of exercising the policy and its attendant powers, authorities or directions?	Yes	Para. 2.3
KEY HUMAN RIGHTS PRINCIPLES	Are supervisors and practitioners made aware of the need to follow a clearly defined decision making process in considering all information and deciding on courses of action?	Yes	Para. 1.6 & App. 'A'

<p>RIGHTS, PUBLICATION AUDIT AND INSPECTION</p>	<p>Does the policy contain a statement in favour of public disclosure or, if this is inappropriate, justification of any reservation to this rule on public interest/other grounds?</p> <p>Does the policy contain:-</p> <p>A clearly defined statement of rights when a power, authority or direction is being exercised including the right to make representations, access to legal advice etc.?</p> <p>A statement about the availability of the policy (method of proposed publication to public).</p> <p>A clearly defined appeals procedure?</p> <p>A recommendation about maintaining audits and inspection of decision making?</p> <p>A recommendation about the level of independent scrutiny of decision making and complaints?</p>	<p>Yes</p> <p>Yes</p> <p>- do -</p> <p>- do -</p> <p>- do -</p> <p>- do -</p>	<p>Page 7 Para. 6.1</p> <p>See Para. 6.1 to 6.7</p>
<p>CERTIFICATION OF COMPLIANCE</p>	<p>Does the policy contain a certification that it has been drafted in accordance with the Human Rights Act and the principles underpinning it?</p>	<p>Yes</p>	<p>Page 1</p>
<p>LEGAL VETTING</p>	<p>Has this policy been through legal vetting for human rights compliance?</p>	<p>Yes</p>	<p>Page 3 & 9</p>

POLICY REVIEW	Has the policy got a review date to ensure ongoing compliance in light of emergent legislation and human rights case law?		Page 9
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CERTIFICATE OF COMPLIANCE

This policy has been drafted in accordance with the Human Rights Act and has been reviewed on the basis of its contents and the supporting evidence and it is deemed compliant with that Act and the principles underpinning it.

Signed:

(Force Legal Adviser)

Name: **Samantha Gainard**

Department: Legal Services HQ

REVIEW

This policy is due for review by:

Date: September 2010

Policy Content

This Policy has been drafted in accordance with the Human Rights Act 1998.

1. Policy

It is the policy of the Dyfed-Powys Police:

1.1 To ensure as far as is possible the safety of all staff and members of the public from the risk of harm from fire.

1.2 In the event of an alarm sounding, visitors, members of the public and contractors will be escorted to a place of safety.

1.3 To provide adequate training to all employees in fire precautions and prevention.

1.4 To provide and maintain in all its premises fire fighting equipment and fire detection and alarm systems and written notices of instruction to staff in the event of fire.

1.5 To maintain a register of all statutory inspections and tests in accordance with fire regulations.

1.6 That all staff in the exercise of any power, authority or directive under this policy must:

- (a) Give due regard to staff and the general public's continued welfare, safety, general well-being and human rights;
- (b) Make full use of all current and relevant legislation;
- (c) Will not unjustifiably discriminate against any individual or groups of individuals;
- (d) Ensure that actions taken are justified, strictly proportional to, and the least intrusive and damaging option to the achievement of their legitimate aims;
- (e) Follow the guidance, which is contained in this policy.

1.7 That in carrying out their duties staff should follow a decision making process assessing the readily available information and dealing with events, so far as is reasonably practicable, given emergency circumstances.

1.8 This decision making process will be the subject of review and scrutiny by supervisors and managers as well as other relevant parties as appropriate.

2. Aim and Lawful Authority

2.1 It is the aim of Dyfed-Powys Police that as far as possible outbreaks of fire do not occur and that if and when they do occur they are rapidly detected, effectively contained and quickly extinguished.

2.2 In the event of alarm activation, all staff must leave the premises and report to the assembly area.

2.3 In order to protect employees and members of the public from the hazards of fire

Dyfed-Powys Police will make the following arrangements:

- (a) Provide for the adequate training of its employees in fire awareness.
- (b) Provide and maintain fire-fighting equipment in Police Authority owned and maintained buildings.
- (c) Provide and maintain fire detection equipment in Police Authority owned and maintained buildings.
- (d) Place written fire notices at sites throughout all police premises as written instructions for staff.
- (e) Undertake regular fire risk assessments.
- (f) Keep up to date records of training, drills, and alarm test in the fire log book.

2.4 The lawful authority for the exercise of any power and duties outlined in this policy is any statutory instrument relating to fire safety and would include the following:

- (a) The Regulatory Reform (Fire Safety) Order 2005 S1.2005 No.1541
- (b) The Health and Safety at Work, etc., Act, 1974
- (c) The Management of Health and Safety at Work Regulations, 1999 as amended by the Regulatory Reform Fire Safety Order.
- (d) Health and Safety (Safety Signs and Signals) Regulations 1996

2.5 Dyfed-Powys Police consider that this policy is necessary in a democratic society in the interests of:

- (a) Public Safety
- (b) Protection of health
- (c) Protection of the rights and freedoms of others.

3. Definitions

Responsible Person

Is the employer, having delegated these duties and responsibilities to the Chief Constable for day to day fire safety for the Force.

Delegated Responsible Person

The delegated responsible person for all BCUs in the Force will be the BCU Commander.

BCU Fire Officer

Is the nominated officer with delegated responsibility for fire safety arrangements within the BCU.

Fire Marshall

Is the nominated person in overall charge of a building when a fire or alarm activation occurs with the subsequent evacuation of police premises.

Fire Wardens

Are identified members of staff who have received training to assist in the evacuation of police premises reporting to a Fire Marshall.

Incident Commander

An Incident Commander and a Deputy for absences should be appointed for the larger stations/sites, especially those in 24 hour use.

Safety Assistance (Competent Person)

Is an employee nominated to assist the responsible person in undertaking the preventative and protective measures including fire risk assessments.

4. Derogations

Nil

5. Enforcement and Reporting

5.1 Enforcement

It will be the responsibility of all members of staff, officers, supervisors and managers to ensure strict compliance with this Policy.

5.2 Reporting

In the exercise of their responsibilities, all members of staff will adhere to the scheme guidance document, which is contained in this policy.

6. Accessibility, Redress and Reviews

6.1 This document will be published and made readily available to all police officers, support staff and volunteers within the Dyfed-Powys Police via the Force Intranet system or where this facility is not available and at the discretion of BCU Commanders/Heads of Department through paper dissemination.

6.2 The document will be made available to the general public via the Force External Internet site on www.dyfed-powys.police.uk or upon written requests made to the Force Policy Coordinator.

6.3 The operation of this Policy by Dyfed-Powys Police officers will be subject to internal and external review mechanisms. These include the Mid & West Wales Fire Service, Dyfed-Powys Police, Her Majesty's Inspector of Constabulary (HMIC), Health and Safety Executive (HSE) etc. and other bodies as appropriate.

6.4 Any person(s) who has/have cause to feel aggrieved by any matter outlined in this Policy may seek redress via the Dyfed-Powys Police Professional Standards Department in either of the following ways:

- (a) In relation to the content of this Policy any question or complaint will be dealt with in accordance with the Dyfed-Powys Police Direction and Control Complaints Procedure.
- (b) Matters relating to the specific conduct of police officers would be dealt with using the Police Conduct Regulations 2004.
- (c) The Force Grievance Procedures.

6.5 In exercising their right as detailed in 6.4 above, the individual may have a right to equal access of information so far as the law permits and subject to the rules applicable in civil actions.

6.6 This Policy will be reviewed annually by the Dyfed-Powys Police and may, where

appropriate, be subject to independent scrutiny by relevant bodies or parties.

6.7 Public consultation is an important part of this process and any views or comments would be welcomed. This should be addressed to:

The Chief Constable,
Dyfed-Powys Police
PO Box 99,
Llangunnor
CARMARTHEN
SA31 2PF

FORCE GUIDANCE

1. Force Fire Precautions

Dyfed-Powys Police have a clearly defined fire prevention and inspection system for each of its premises together with a program for maintaining an adequate level of physical fire precautions designed to prevent the occurrence and to stop the spread of fire.

These policies and programs will be regularly reviewed and updated to take account of changes in the structure of the buildings, their functions and contents.

2. Police Premises

In each Police premises including Headquarters, there will be a nominated individual to co-ordinate all fire precautions/drills.

The nominated fire officer (Fire Marshall) will:

- (a) Supervise the day to day maintenance of fire prevention;
- (b) Arrange for the co-ordination and direction of staff action in a fire emergency, in accordance with the emergency plan.
- (c) Ensure that all staff participate regularly in fire training and fire drills

3. Staff Responsibilities

All staff have duties and responsibilities in respect of fire safety and fire precautions. In particular ALL senior officers and managers are responsible for ensuring that fire safety instructions are brought to the attention of and observed by their staff. Every member of staff must participate in fire training.

It is a requirement under the:

- (a) Health and Safety at Work Act, 1974
- (b) The Management of Health and Safety at Work, 1999
- (c) The Regulatory Reform (Fire Safety) Order 2005.

that information, instruction and training for all staff without exception is of vital importance. All staff should receive basic fire precautions training and information for the specific needs of the department they work in.

4. Training

New members of staff must be given basic fire precautions training relating to their department or workplace. This training should be carried out by the Line Manager, Development Services or Performance Development Unit training staff and carried out within the first day at work. Staff should be made aware of the location of the fire notices, fire alarm points, fire exits, main exit routes, location of fire fighting equipment and procedures to be taken in the event of a fire

5. Fire Drills

The effectiveness of plans for dealing with a fire outbreak and of various aspects of fire precautions training should be tested by practice fire drills both during the day and evening. Headquarters and Divisional staff need to undertake fire drills on at least two occasions each year. These fire drills need to incorporate building evacuation and an account of these events needs to be recorded in the fire log book. Fire evacuation drills may highlight shortcomings in training; therefore records need to reflect actual evacuation events.

6. Other Buildings

Police staff in buildings owned by others will ensure that in the event of the fire alarm sounding that all staff evacuate the building and report to the assembly area. The senior member present will report to the Fire Officer/Fire Marshall for that building and confirm that it is clear of all police staff.

7. BCU Commanders

Must ensure that records are kept of the following and are recorded in the fire log book located at each station:

- (a) Maintenance records for:-
 1. Portable Fire extinguishers
 2. Installed fire alarm system tests
 3. Emergency lighting
 4. Fire doors and fire exits
 5. Fire Signs
 6. Details of fire drills including date, time and problems encountered
- (b) Up to date and visible fire evacuation plans for each building
- (c) Actions by staff on alarm activation e.g. zone area alarm sounding

The nominated BCU fire officer should be directly responsible to the BCU Commanders for fire prevention duties and should be of sufficient seniority to enable them to carry out the whole range of these duties effectively and to take command in an emergency. The name of the nominated officer and deputy should be given in the station fire policy.

In each Police premises the person with responsibility for fire duties, should also have an acknowledged deputy so that in the event of a fire it will ensure that a Fire Marshall is always available.

Evacuation procedures and alarm activation plans for all police premises under BCU control need to be updated periodically to ensure that building alterations have not changed evacuation routes and assembly areas, and should additionally take account of any tenants or other building users.

Evacuation plans for custody areas need to be detailed, clearly written and understood by all staff working in the custody area. These plans need to identify and define the actions or evacuation procedures staff are to carry out in the event of a fire during the day or night. They should further take account of persons who may be incapable of coordinated movement through drink or drugs.

8. Divisional Fire Drills

It is the responsibility of the BCU Commanders to ensure that such drills are carried out properly and recorded in the fire log book.

9. Records

Records of all fire drills and fire training must be retained locally in a fire log book for the building in which they apply and these records will then be subjected to audit.

10. Maintenance of Fire Precaution Equipment

Fire Alarm and Emergency Lighting Systems

The Head of Estates is responsible for ensuring that annual testing by a competent engineer of all fire alarm systems throughout Force premises is carried out and clear and accurate records of the tests are kept in the premises fire log book.

Fire Extinguisher and Fire Blankets

All extinguishers and fire blankets are maintained annually by outside contractors and a record of these tests and inspections will be recorded in the fire log book.

Flammable Substances

The storage and use of flammable substances creates a serious fire risk and specific legislation has been passed with the aim of ensuring that these substances are used and stored correctly.

BCU Commanders/Heads of Departments must ensure that petrol or flammable liquids are stored correctly away from sources of ignition in suitable fire resisting well ventilated store rooms. Every storeroom used for storing highly flammable liquid or petroleum spirit must be marked with the words **Highly Flammable** or **Flash Point below 32°C**.

11. Fire Action Plans

BCU Commanders and Heads of Department should acquaint their work force with the need for fire drills and action plans. This can be done with the aid of fire notices. A fire notice needs to contain all the relevant information on the action staff require to take in the event of a fire.

An area of high dependency may be the custody area. Staff will require extra training from the Fire Warden on the action to be taken in this area in the event of a fire. An example can be seen at **Annex A** of Guidance Document.

12. Internal and External Facilitators

Facilitators at Police Headquarters or any other Dyfed-Powys Police premises must ensure that evacuation procedures are explained to staff at the commencement of a course. These procedures must be explained by the individual who accepts the booking for the premises.

Facilitators are to ensure that all personnel in attendance have vacated the building and report this information to the Fire Marshall for the building.

13. Police Buildings Fire Marshall

A person to be nominated by BCU Commander as the person in overall charge of any fire/alarm activation and subsequent evacuation of Police premises. A Deputy Fire Marshall is to be nominated to cover during absence. The nominated Fire Marshall will, on being informed of a fire, proceed to the assembly area and:-

- (a) Establish the extent of the fire or false alarm.
- (b) If completely satisfied that it is a false alarm, silence the alarm.
- (c) Ensure the Fire & Rescue Service are called out if it is a fire.
- (d) Wait at the incident for the Senior Fire & Rescue Officer and provide details of the incident.
- (e) Ensure accesses to the fire area are restricted to authorised persons only.
- (f) Will inform staff at the assembly point when the situation is under control.

14. Assistant Fire Marshall and Fire Wardens

To report to the Fire Marshall during evacuation for specific duties i.e. to prevent re-entry to premises until all clear are given.

15. Fire Wardens

Each BCU Commander or Head of Department should nominate at least one Fire Warden (and a deputy to cover during absence) per station or departmental area.

The Fire Warden duties will be:

- (a) To ensure that all staff sign in and out on any duty book
- (b) To ensure that all staff have vacated the dept/area of responsibility during an evacuation
- (c) To report to the Fire Marshall on whether all members of staff have evacuated the building
- (d) To ensure all members of staff joining the department are briefed on the following:
 1. Fire alarms
 2. Evacuation procedures
 3. Signing the duty book
 4. Assembly points
 5. Visual check of all fire extinguishers on a regular basis

16. Recording of Fire Training

BCU Commanders and Heads of Department are responsible for the accurate recording of staff attendance at fire training sessions. This information may be called for at any time by the Nominated Fire Officer or Fire & Rescue inspecting officer and must be recorded in the relevant building fire log book.

17. Residents in Police Houses/Police Accommodation

Any residents who occupy rooms within the Headquarters or other police premises must be informed of the fire precaution measures relating to the accommodation, which is the responsibility of the Chief Inspector Development Services. Any abuse of safety procedures may subject them to disciplinary action and termination of accommodation.

18. Reporting of Fires

In the event of fire, the agreed procedure as laid down in the Fire Plan and Fire Notices for raising the alarm, contacting the fire brigade and roles of key personnel will be followed. As soon as possible after the event a written report of the incident, however small, will be made by the BCU Commander, Nominated Fire Officer or Head of Department (depending on circumstances) and submitted to the Chief Constable and Health & Safety Adviser. See **Annex B** of the fire guidance document or access via the Force intranet. [..\..\Notification of Fire Incident or False Alarm.doc](#)

The Health and Safety Adviser must be informed of all fires as soon as possible after the incident and certainly within 48 hours, so that they can be investigated.

SUGGESTED FIRE EVACUATION FOR CUSTODY AREA

The following procedures should be adopted in the event of the continuous ringing of the fire alarm.

BCU Commanders will ensure that custody evacuation plans are made for each Custody Unit within their area of responsibility. Staff will receive detailed training in how to effect an evacuation of the custody unit during the day and night. These plans should be readily available and when practiced these events must be recorded in the Fire Log book.

You will have been informed if a drill is taking place for which no action will be necessary.

1. If there are not enough Police Officers on duty to cover the evacuation of detainees, contact the Duty Inspector by way of pocket phone to advise him of the number of detainees and request assistance with evacuation.
2. Handcuffs have been provided which can be used on detainees.
3. Evacuate to exercise yard, if available.
4. Cell van can then be mobilised or other secure transport to remove detainees from the exercise yard.

Annex B

To:	Chief Constable		
Copy to:	Health, Safety and Fire Adviser		
<u>NOTIFICATION OF FIRE INCIDENT OR FALSE ALARM</u>			
1.	Name:		
2.	Department:		
3.	Date and Time of Occurrence:		
4.	Break glass operated?	YES / NO	
5.	Heat Detector activated?	YES / NO	
6.	Smoke Detector activated?	YES / NO	
7.	If Break glass was operated, by whom:		
	(staff, visitor)		
8.	If one of the above items, 4, 5 or 6 was activated, did the alarm system		
	operate correctly?	YES / NO	
9.	Was there an actual fire of any type?	YES / NO	
10.	Was there any damage to engineering services resulting from 9 above?		
		YES / NO	
11.	Briefly describe any damage indicated in 10 and give approximate cost of repairs:		
12.	Was there any damage to building fabric?	YES / NO	
13.	Any other comments:		
14.	Did the Fire & Rescue Service attend?	YES / NO	
Signed:			Date: