



# Fire Safety Policy

<b>Policy summary:</b>	<p><i>To ensure, as far as is reasonably possible, the safety of all staff and visitors by minimising the possibility of outbreaks of fire from occurring and that, if they do occur, they are rapidly detected, effectively contained and quickly extinguished so as to prevent injury / ill health to anyone who may be affected by the activities of the organisation.</i></p> <p><i>The policy will ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 by ensuring fire risks are considered, and that they are reduced where possible.</i></p>			
<b>Policy number:</b>	022/2021			
<b>Version control:</b>	<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Rationale</b>
	1.0	June 2004		First version
	2.0	November 2013		Convert to new format
	3.0	October 2019	■	Update and Review, addition of appendices
	4.0	April 2021	■	Change of Policy Template and update
<b>Date implemented:</b>	19.04.2021			
<b>Review date:</b>	18.04.2022			
<b>Owner/contact: (approved by –Board)</b>	<p>■ - Health, Safety and Sustainability Senior Manager</p> <p>(Health and Safety Committee)</p>			
<b>Consultation and approval</b>	<p>Health and Safety Committee, Estates Department, Trade Unions, Police Federation, Supt's Association, Support Networks, MWWFRS</p>			
<b>Welsh Translation</b>	Yes	X	No	



## 1. Statement of Policy

This policy is required to comply with the **Regulatory Reform (Fire Safety) Order 2005**.

## 2. Policy Scope

To ensure, as far as is reasonably possible, the safety of all staff and visitors by minimising the possibility of outbreaks of fire from occurring and that, if they do occur, they are rapidly detected, effectively contained and quickly extinguished so as to prevent injury / ill health to anyone who may be affected by the activities of the organisation.

This policy applies to all Dyfed-Powys Police employees, which in this context includes police officers, members of all police staff (including staff who are temporary/working via an agency /associates/contractors/seconded), special constables, volunteers, visitors and all people who, for the time being, are placed with Dyfed-Powys Police under the Force Work Experience, Modern Apprenticeship or Cadet schemes. The policy applies to all categories of Dyfed-Powys Police employees, whether full-time, part-time, permanent, fixed term, temporary and to any employee accessing and using Force assets and property.

Employees are responsible for taking reasonable care of themselves and others, and must co-operate with their employers to enable the employer to discharge their legal obligations. Any employee accessing and using Force assets and property must have due regard to the contents of this policy.

All Contractors and Visitors to Dyfed-Powys Police premises **MUST** be made aware of the Fire Evacuation Procedures by the responsible person verbally on arrival and / or via written communication before the site visit.

## 3. Powers and Policy/Legal Requirements

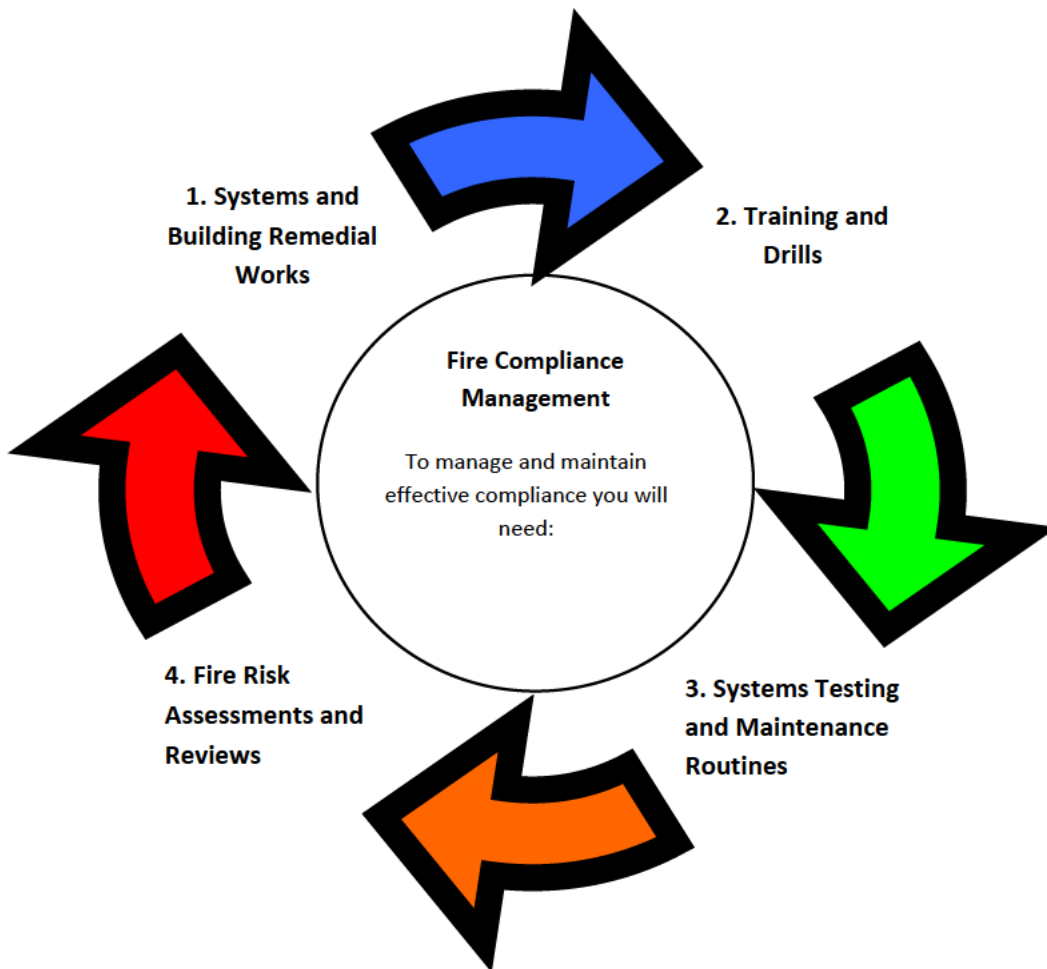
The policy will ensure compliance with the **Regulatory Reform (Fire Safety) Order 2005** by ensuring fire risks are considered, and that they are reduced where possible.



Compliance is achieved by managing the 'Fire Safety Compliance Cycle':-

**The Fire Safety Compliance Cycle**

In order to achieve and maintain fire safety compliance, all 4 key components of the Fire Safety Compliance Cycle need to be managed competently, systematically and continuously. Effective compliance management is central to reducing risks of non-compliance.



**1. System and Building Remedial Works** - Any remedial works indicated by the significant findings of the Fire Risk Assessment need to be specified, designed and implemented in a timely manner. They should be managed as part of an Action Plan to achieve effective compliance.

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2. **Training and Drills** - Informing, instructing and training staff about fire precautions and procedures in their workplace is a requirement of the **Regulatory Reform (Fire Safety) Order 2005**. This will reduce the risk of a fire ensuing and the severity of the consequences should a fire occur.
3. **System Testing and Maintenance Routines** - Suitable testing, inspection and maintenance routines need to be carried out on any equipment provided in connection with:
  - Fire detection and warnings;
  - Firefighting, both by occupants and the fire authorities;
  - Emergency routes and exits
4. The quality of the buildings Fire Risk Assessment is critical. It must be carried out by a suitably trained and competent person and reviewed regularly. The Fire Risk Assessment and Review must be suitable and sufficient to satisfy the Fire Authorities.

## EQUALITY IMPACT ASSESSMENT

Section 4 of the Equality Act 2010 sets out the **protected characteristics** that qualify for protection under the Act as follows: Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; Sexual Orientation.

The **public sector equality duty** places a proactive legal requirement on public bodies to have regard, in the exercise of their functions, to the need to:

- eliminate discrimination, harassment, victimisation, and any other conduct that is unlawful under the Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

The equality duty applies to all protected characteristics with the exception of Marriage and Civil Partnership, to which only the duty to have regard to the need to eliminate discrimination applies.

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Carrying out an **equality impact assessment** involves systematically assessing the likely or actual effects of policies on people in respect of all the protected characteristics set out above.

An equality impact assessment should be carried out on any policy that is **relevant** to the public sector equality duty. An equality impact assessment template is available [here](#). A welsh version of the equality impact assessment template is also available [here](#). Guidance on how to complete the template can be found on the diversity intranet page.

Equality Impact Assessment Completed	
<b>Name:</b>	██████████
<b>Department:</b>	Health and Safety (Legal Services)
<b>Signed:</b>	██████████
<b>Date:</b>	18.04.2021

**HUMAN RIGHTS ACT**

**CERTIFICATE OF COMPLIANCE**

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

<b>Name:</b>	██████████
<b>Department:</b>	Legal Services
<b>Signed:</b>	██████████
<b>Date:</b>	19 April 2021



## 4. Options and Contingencies

### ***Responsible Person:***

The Responsible person is the Chief Constable (Employer) for day to day fire safety for the Force.

For buildings which the Force rents, then the site owner is the Responsible Person and the Force will comply with their instructions/procedures.

### ***Delegated Responsible Person:***

The delegated responsible person for all areas in the Force will be the relevant Inspector / Chief Inspector or Head of Department or their designated representative and they will be responsible for ensuring that weekly fire alarm testing and 6 monthly evacuations are undertaken.

### ***Fire Marshal:***

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

In the event of a drill or false alarm it is the Fire Marshal that gives the notification for staff to re-enter the building on instruction from the Ops Room.

In the event of a confirmed fire, the Force Communications Centre will inform the Fire Brigade and instruct the Fire Marshal to undertake additional duties or arrangements as necessary.

The function of the Fire Marshal is to:

- To collect information from Fire Wardens on whether all areas of the building are clear / not checked as clear.
- To act as the Incident commander for a building evacuation.
- To receive confirmation from the Communications Centre of fire / no fire and advise evacuees accordingly.
- To act as Single Point of Contact for the Fire Service when attending HQ and advise those of whether the building is confirmed clear / not clear and identify any zones not confirmed as clear.
- To communicate with evacuated staff / visitors.

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- To provide feedback on the operation of the fire safety arrangements at debrief sessions or as appropriate.

### Fire Marshal monthly checks or immediately following an evacuation

1. Check and update contents of Fire Bag, (held in HQ Reception);
  - Check up to date lists of Fire Wardens, (x3), on clipboard and pen attached and working.
  - Check battery charge in Airwave handset and re-charge if less than 50%. Ensure handset is returned to bag when charging complete.
  - Test loud hailer and check spare batteries present and in-date.
  - Check Hi-Viz jacket(s) present.
2. Take immediate action to replace any missing / faulty items.
3. Sign and date monthly checklist record sheet and replace in Fire Bag.

### Fire Marshal quarterly checks

1. Send e-mail to Dept. Heads, (using distribution list), to confirm identity of Fire Wardens.
2. Update distribution list as required.
3. Identify any changes in Fire Wardens to Health & Safety Manager, to arrange training.

### **Fire Wardens:**

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

Their functions should include:

- On fire alarm activation, to check that all staff have evacuated the relevant zone(s), if safe to do so.
- To promptly report zones clear / not checked to Fire Marshal.
- To assist Fire Marshal with site management, e.g. traffic control, movement of staff.

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- To provide feedback on operation of fire safety arrangements at debrief sessions or as appropriate.

*Fire Warden Responsibilities – DURING an incident*

1. Report on zone checks to Fire Marshal **without delay**; do not wait until called.
2. Listen out for Fire Marshal's orders for deployment.
3. If deployed, (e.g. to manage traffic entering site), carry out actions promptly.

*Fire Warden Responsibilities – AFTER an incident*

4. Ensure any changes in your own office location which affect your ability to cover your zone are personally reported to your Head of Department.
5. To attend training as arranged.

In general, both the Marshals and Wardens will receive training (as will their deputies) and will need to ensure that they are aware of the fire safety policy and their particular part in implementing it. This is likely to include:

- principles of fire safety
- what fire is and how it spreads
- preventing fires occurring
- controlling the effects if they start
- means of extinguishing fires
- role of a fire warden and fire marshal
- emergency procedures and means of escape
- evacuation of people with disabilities
- intended use of fire extinguishers
- Communications procedure with Communications Centre – ensuring radios are working

***Incident Commander:***

If a situation arises whereby the Force Communications Centre (Force Incident Manager or their Deputy at Con 2) considers it to be requiring the need to introduce an on scene Incident Commander, then the Duty Silver will be appointed by the Force Communications Centre, in accordance with Standard Force Protocols.



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The Incident Commander who would monitor operations and/or take control of the incident (as they see appropriate in accordance with Force Protocols for apparent or alleged incidents) is to remain in contact with the Force Communications Centre so that the location and cause of the fire or false alarm can be established.

In the event of fire, confirmation that the fire brigade has been called must be given.

In the event of the Silver Commander not being available to undertake the on scene Incident Commander role due to attendance at another incident or being too far away to quickly respond to the scene, the Force Communications Centre in their capacity as Incident Manager can call upon local Bronze or Senior Officer on site, to deputise as Incident Commanders.

### **Note:-**

**If at Headquarters, the on scene Incident Commander must be in possession of an airwaves radio on the designated channel so as to enable them to communicate with the Communications Centre, Estates team and Fire Marshalls.**

## CODE OF ETHICS

### **Accountability**

You are answerable for your decisions, actions and omissions – Take responsibility for your role in fire situations.

### **Fairness**

You treat people fairly – Communicate effectively and unbiased with regards to briefings/ de-briefings of post fire incidents

### **Honesty**

You are truthful and trustworthy – Be open and honest in providing details of fire incidents, best practices and areas to improve.

### **Integrity**

You always do the right thing – Ensure you implement your fire training to the best of your ability.

### **Leadership**

You lead by good example – Take your leadership responsibilities to ensure correct fire procedures are implemented in the event of a fire situation.

### **Objectivity**

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You make choices on evidence and your best professional judgement – Make the best decisions based on the information at the time of the fire situation. Communicate these effectively.

### **Openness**

You are open and transparent in your actions and decisions – Present your decisions accurately in de-brief lesson learnt sessions post fire incident.

### **Respect**

You treat everyone with respect – Ensure everyone is treated with respect during a fire situation.

### **Selflessness**

You act in the public interest – Ensure you implement your responsibilities to the best of your ability in the interest of those involved in the fire situation.

## **CERTIFICATE OF COMPLIANCE**

This policy has been drafted in accordance with the Code of Ethics and has been reviewed on the basis of its content and the supporting evidence and it is deemed compliant with that Code and the principles underpinning it.

<b>Name:</b>	■
<b>Department:</b>	Health and Safety
<b>Signed:</b>	■
<b>Date:</b>	20.04.2021

## **5. Take action and review**

### ***Competent Person:***

The Senior Health and Safety Manager has the duty to advise the Chief Constable or other delegated responsible persons for fire safety requirements within force buildings, and to act as a point of contact on fire safety issues.

The Senior Estates Manager has the responsibility for the implementation,

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installation and maintenance of Fire detection and extinguishing systems in each of Dyfed-Powys Police premises.

Responsibility for each of the above area lies as follows:

Tasks	Estates	H&S
Undertake and review risk assessments		X
Monitor and audit content of risk assessments		X
Control contracts relating to fire extinguishers, fire alarms, emergency lights, boilers etc.	X	
Provide training to marshals and wardens in roles and responsibilities via toolbox talks and NCALT packages		X
Provide training to marshals and wardens in use of equipment (e.g. fire panels, fire extinguishers)	X	
Update and maintain accurate building plans, zones and layouts	X	
Act as point of contact for enquiries on fire safety from external agencies		X
Maintain the Fire Policy for the Force		X
Fire Exercises to ensure procedures are operational	X	X

**Fire risk assessments**

Each premises owned by the Force will be subject to a Fire Risk Assessment, which will be reviewed every 2 years.

Where sites are shared with other organisations and where we undertake the risk assessment, arrangements will be agreed with the other site occupiers who will be given copies of all relevant documents.

Sites which are rented will be subject to the Landlord's instructions.

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Fire risk assessments will cover:

- Work activities and furnishings / fittings which could lead to a fire.
- Combustible and flammable materials used/stored on site.
- Features designed to reduce spread of fire (fire doors, etc.) and to assist in evacuation (e.g. emergency lights).
- Numbers present on site (staff and visitors), and any difficulties in evacuating sites (e.g. disabilities).
- Details of how the alarm is raised.
- Arrangements for servicing and maintaining fire equipment.
- Night time occupation if any and sleeping arrangements where they apply.
- Means of escape – suitability of exits and assembly points.
- Recommendations to improve standards.

### ***Notification of an Alarm***

All alarm activations or fires MUST be reported to the Health and Safety Department via the following e-mail address [HealthandSafetyDepartment@dyfed-powys.pnn.police.uk](mailto:HealthandSafetyDepartment@dyfed-powys.pnn.police.uk) or contact a member of the Health and Safety team so a 'Notification of Alarm Form' can be completed.

### ***Fire Service***

The Fire Service MUST be called to all unexplained incidents or fires.

### ***Evacuations***

Employees are to stop work and evacuate the building as soon as possible when the alarm sounds (apart from the weekly tests) and should escort any guests, visitors or contractors to the designated Fire Assembly Point. Any incidents which raise the possibility of serious or imminent danger of a fire, then the alarm should be activated and the building evacuated with everyone following the fire evacuation procedures.

Staff and visitors should not stop to collect personal items on evacuating the building and should not attempt to re-enter the building until instructed by the Fire Marshal instructs that it is safe to do so. In buildings which have more than one floor, evacuation (EVAC) chairs have been installed to assist with the evacuation of people with mobility



impairments.

A debrief should be undertaken after all fire evacuations to see if there are any lessons to be learnt regarding procedures in need of future improvement. This should be led by the Health and Safety Manager, Fire Marshal or Senior Officer present.

### ***Fire extinguishers***

Fire extinguishers are provided as a means to assist in ensuring evacuation is possible. They are NOT provided to encourage personnel to fight fires, and nobody is to place themselves in any undue risk by fighting a fire; evacuation and raising the alarm is the priority. Fire-fighting should only take place where it is considered safe to do so.

### ***Servicing of safety equipment***

The following maintenance and servicing is undertaken by contractors:

- Servicing and inspection of fire extinguishers;
- Servicing and testing of fire alarms;
- Servicing and testing of emergency lights;
- Servicing of heating systems;

### ***Fire Log Books - site duties***

These are described below:-

- **VISITS BY FIRE BRIGADE OFFICER**

This section is to be completed by the visiting Fire Brigade Officer on **EVERY** visit to the site.

- **EMERGENCY LIGHTING SYSTEM – RECORDS OF TEST**

Emergency lights with individual operating test switches, are to be tested **EVERY MONTH** to ensure that they are in working order.

Emergency lights which DO NOT have individual testing switches are ***not*** to have the mains completely turned off as this affects the fire alarms. In this instance simply turn off only the LIGHT FUSE (if labelled) on the fuse board and that should set the emergency lights off in the area where light is lost.

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If doing so in a dimly lit area please inform staff prior to undertaking the test. Where the fuse is not appropriately identifiable/labelled then assistance should be sought to ensure that sockets are not accidentally turned off as this could affect the operation of computer systems.

Records of all tests are to be recorded in this section of the Fire Log Book.

- **FIRE INSTRUCTIONS AND DRILLS – RECORD OF WHEN**

Details of all drills and evacuations must be recorded in this section of the Log Book.

Details of any fire related safety training provided must also be recorded here.

- **HOSE REELS – RECORD OF TESTS**

When the service engineer services and examines any hose reels the result of the inspection MUST be recorded in this section.

- **FIRE EXTINGUISHERS – RECORD OF TESTS AND INSPECTIONS**

All inspections by the service engineer MUST be recorded in this Section of the Log Book.

All monthly inspections by staff must also be recorded in the Log Book.

- **FIRE ALARM SYSTEMS – RECORD OF TESTS**

All tests and inspections/servicing of fire alarms MUST be recorded in this section of the Log Book.

The fire alarm MUST be tested WEEKLY from a different point. The “break glass” boxes must be clearly and uniquely identifiable – this can be by using a different number/letter/colour to identify each separate alarm point.

When recording the details of the test the relevant number/letter/colour should also be noted in the Log Book so as to identify where the alarm was tested from.

- **AUDIBILITY OF FIRE ALARMS**

General Sound Levels: 65dB(A) or 5dB(A) above any noise likely to persist for a period longer than 30 seconds in all accessible parts of the building.

Life Protection: 75dB(A) at each bedhead in order to wake sleeping persons.

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Should any station or area in a station be unable to hear the alarm as noted above then the Health and Safety Department should be informed so that a noise audibility survey can be undertaken.

### ***Fire Actions – site specific***

Each building or Police premises will have their own fire evacuation procedures, written specifically for that building and the operational activities conducted within. These evacuation procedures will be managed locally by the Inspector or staff equivalent in charge.

### ***Custody Evacuation Plan and Guidance***

Each Custody suite will have its own fire evacuation procedures and plan, written specifically for that Custody Suite and the operational activities conducted within. These evacuation procedures and plan will be managed locally by the custody Inspector or Sergeant in charge. These procedures are described below:-

- A copy of the Fire Safety Procedure will be prominently displayed in each custody suite together with the plan for evacuation, detailing instructions to ensure the safe passage of both staff and detainees.
- At the time that the fire alarm activates within a custody suite, all available officers within the station will report to the Custody Officer who will assign them to the tasks as laid down in the evacuation procedure.
- The Custody Officer or another supervisor will call all uncommitted personnel back to the police station to assist if required.
- A staged evacuation plan in respect of detainees will be laid down within the procedure. It is unlikely that all detainees will be evacuated from a custody suite in the initial stages of a fire. The extent of the evacuation will be the sole decision of the Custody Officer, unless overruled by the Fire Brigade Commander.
- The paramount responsibility is the protection of life. In extreme circumstances where there are insufficient staff to carry out an evacuation, consideration must be given to releasing those detainees who are known and pose no risk to the public. If need be, they can be detained at a later time.
- Where cells are used by a Private Escort Contractor the Inspector with functional responsibility for custody or the Custody Officer will ensure the company is made fully aware of the procedures to be followed.

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- Annual servicing of the fire alarm and firefighting equipment is the responsibility of the Estates Department. The Divisional Admin Officer will maintain a record of this.
- The officer in charge of each police station will cause the fire alarms to be tested on a regular basis. Records need to be maintained on these tests and any defects reported immediately.
- Should the system be found to be defective in any way, it is essential that all staff performing duty within the custody suite are made aware and that extra vigilance is paid. The Divisional Admin Officer will be informed of the defect and will treat the repair with the utmost priority.
- Prior to taking up post within a custody suite, all new staff will be made aware of the evacuation procedure and the workings of the fire system. This will be reiterated during their first day within the custody suite.
- A copy of this fire safety procedure will be held within the station control room and relevant staff must be aware of the actions required.
- All staff must be familiar with the fire safety procedures.

A full fire drill should be held at least twice a year, including the staged evacuation of detainees. This will be the responsibility of the Inspector with functional responsibility for custody, who will record details of the officers involved.

### ***Communication***

The policy will be placed on the Force's Policy intranet page. There will be a link from the Health and Safety intranet site and also highlighted to staff via intranet bulletins and / or hard copy as it is reviewed and updated.

The Police Federation and Unison will be encouraged to make their members aware of the policy and to be involved in the management and review of the document.

Topics are also brought to the attention of Senior Managers at Performance Events and an annual report on fire safety performance will be submitted by the Legal Services Department to the Chief Officer Group.

### ***Enforcement and Reporting***

It is the responsibility of all employees to ensure compliance with this policy.



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Enforcement of fire safety policy is by the Mid and West Wales Fire and Rescue Service (MWWFRS), which has statutory authority to inspect any site at any time.

The Health and Safety Senior Manager and Health and Safety Assistant will undertake monitoring of the policy, either reporting it as still “fit for purpose” or submitting a revised draft for approval by the Health and Safety Committee Group, to enable it to undertake a regular review, (see below).

The monitoring will take account of;

- The policy’s effectiveness, as assessed by the COG and internal / external audit
- Any changes to legislation or guidance / best practice issued by the Health and Safety Executive or other relevant bodies.
- Changes in working practices, Force structures or personnel.
- Challenges to the policy.
- Any identified inefficiencies in relation to implementation.
- Any incidents and near misses (in Force and external to Force).

### **REVIEW**

The policy will be formally reviewed by the Health and Safety Committee Group on an annual basis.

The Policy may be subject to scrutiny by Her Majesty's Inspector of Constabulary, the Mid and West Wales Fire and Rescue Service (MWWFRS) and other relevant parties as appropriate.

### **WHO TO CONTACT ABOUT THIS POLICY**

Please raise any issues to the Health and Safety Committee Meeting or contact the Senior Health and Safety Manager as below in case of any query regarding the policy content:

■ - Health, Safety and Sustainability Senior Manager



**Freedom of Information Act 2000**

Section 19 of the Freedom of Information Act 2000 places a requirement upon the Force to publish all policies on the Force website. Policies are why we do things and procedures are how we do them. A case-by-case review of procedures must be undertaken to protect law enforcement and health and safety considerations. Where a combined policy and procedure document is being produced the Force is legally required to publish the policy section and assess the procedure part to ensure no sensitive information is published. Generally the default position shall be that a policy and accompanying procedure document will be produced separately.

There is a requirement therefore to review this document to establish its suitability for publication. Please identify below whether the document is suitable for publication in its entirety or not. Where it is believed that disclosure will be harmful please articulate the harm that publication would cause and highlight the relevant sections within the document. Where it is perceived that there is harm in disclosure the document should be forwarded to the Disclosure Unit for review.

**Suitability for publication**

Suitability for publication	Yes/No	Date	Signature
Document is suitable for publication in its entirety	Yes	20.04.2021	
Document is suitable for publication in part, I have identified those sections which I believe are not suitable for disclosure and have articulated below the harm which would be caused by publication.			
<b>Harm – in publication</b>			

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**FOI review – to be completed by Disclosure Unit**  
(Only required if author believes there is any harm in disclosure)

Suitability for publication	Yes/No	Date	FOI Decision Maker
Document is suitable for publication in its entirety			
Document is suitable for disclosure in part and relevant redactions have been applied. A public facing version has been created.			
Once review has been undertaken FOI Disclosure Officer to return document to policy author and following sign-off document to be published within Force Publication Scheme. Any future changes to the document should be brought to the attention of the Disclosure Unit, as appropriate.			