Fire Safety Inspection Program
2011/2012

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PREVENTING PROTECTING RESPONDING
Background

The purpose of this document is to:

- determine a fire safety inspection program for non-domestic premises that is based on an assessment of the risk posed by generic types of premises and individual buildings; and
- ensure that the fire safety inspection program carried out by both operational and non-operational personnel contributes to Integrated Risk Management Planning (IRMP) and the associated preventative, protective and response arrangements.

Guidance for specialist fire safety personnel on the application of the fire safety inspection process is provided in the ‘Revised Audit Guidance 2009’. Operational personnel should be familiar with ‘Operational Procedure No. 4’ (Rev 2009) and ‘Operational Crews Completing Risk Inspections of Non-Domestic Premises – Policy’ Rev (Feb 2010).

Our aim is to reduce the risk and impact of fire on the community, safeguarding fire-fighters, heritage and environment, reducing the loss of life, injuries, commercial, economic and social costs. Consequently our statutory duty to enforce fire safety law and promote fire safety will be based on risk and providing the community with value for money.

Premises which present the highest risk will be audited and inspected more frequently. Premises considered to be lower risk will be audited primarily in response to complaints, following incidents or on a random basis to verify their lower risk classification and to confirm that the responsible person is complying with their statutory duty to comply with the requirements of fire safety law.

Specialist fire safety personnel and operational personnel will engage in risk reduction work appropriate to their level of expertise and their role. All personnel will collect risk data about premises as part of their normal role. This data will enable us to target our prevention, protection and response options effectively, efficiently and in a verifiable manner.

Information

The National Framework 2008/11 expects that the Authority has a fire protection management strategy and a risk-based inspection program to enforce the provisions of the Fire Safety Order. This program should form part of the Authority’s IRMP. This Authority has adopted the inspection procedures developed through the Chief Fire Officers’ Association (CFOA) in partnership with the department of Communities and Local Government (CLG). These procedures will enable delivery of a risk-based inspection program, aligned to the Government’s IRMP Guidance Notes. Over time our inspection programs will be adjusted to more accurately reflect local risks and intelligence.

The fire safety inspection program will enable the Authority to demonstrate that it is meeting its enforcement responsibilities in respect of the Fire Safety Order (FPO)

The FPO makes “risk assessment “central to determining the necessary level of fire precautions in all non-domestic premises. The statutory responsibility for ensuring an adequate level of fire safety lies with the “responsible person” for individual premises – usually the employer, or occupier (person in control of the premises) or the owner.

The Fire Authority has a statutory duty to enforce the compliance requirements of the FPO in the majority of premises, although the Health & Safety Executive (HSE), the Crown Premises

1 The term ‘inspection’ has been used here, however, the term ‘audit’ may also be used and can be considered interchangeable within this document
Inspection Group of the Chief Fire and Rescue Advisers Unit and local authorities also have enforcement responsibilities in some specific types of premises.

The development of this inspection program allows us to demonstrate that we are focusing our resources on those premises that represent the greatest risk in the event of fire.

**Methodology used in developing the Inspection Program**

The inspection program is underpinned by a determination of the level of risk presented by premises. The targeting of inspections will be determined by their priority when set against other premises which may present a greater or lesser risk. The focus of the FPO is life safety. This re-inspection program therefore considers risk in those terms and all risks in this document are for ‘societal’ life risk.

This document will demonstrate how the generic levels of risk (relative risk score) has been determined and justifies our methodology. The relative risk score was developed for the Fire Service Emergency Cover (FSEC) toolkit, which is a robust, third-party validated risk assessment and resource deployment tool. The individual scores for buildings assessed in FSEC can be exported and used as direct and compatible inputs for the relative risk score.

The relative risk score (calculated by our Premises Risk Database) (PRD) takes into account a detailed analysis of national data (including information from the National Incident Recording System (NIRS)) and data from other sources. This includes evidence-based, empirical evaluations of the risk in buildings in terms of:

- the frequency of fires nationally by type of premises, taken from the NIRS based on national and international, data:
- the effectiveness of passive and active fire precautions;
- the impact of fire safety management and
- the societal risk presented by the type of occupancy, e.g. less mobile occupants.

Risk is defined as the probability that an incident will occur multiplied by the impact that it will have. Hence, a low frequency may not mean a low risk, if the consequence is high. Similarly, high frequencies do not necessarily mean high risk. For example, whilst skip fires are common they do not generally cause injuries and so do not generally represent a high life risk. Large hospital fires are relatively uncommon but may lead to severe consequences so they represent a higher life risk.

Based on this definition, the national data gives the average frequency of fire for the building occupancy type. This is based on their calculated national fire frequencies - see Appendix A.

The risk in individual buildings can then be calculated according to a risk score based on the extent to which an individual building moves away from the average frequency and likely impact, taking account of fire safety management and other building issues listed above. For example, if the building has good fire safety management, both the fire frequency and the impact of fire are likely to be less than average for the type of building. The new risk score is the relative risk score which can then be used to prioritise future inspections.

These relative risk bands will be used to inform inspection frequencies – see Appendix B.

The numerical values in the tables found in Appendices A and B are intended to provide general guidance on generic levels of risk. They represent comparable levels of risk across all premises and
are used as a guide in determining the overall priorities for inspection. They should not be used to dictate the action to be taken by inspecting officers in respect of individual premises.

The Authority’s PRD provides a pictorial representation of the relative risk scores of buildings and categorises them using colour codes. Appendix C provides the risk profile for West Yorkshire. Similar profiles are available for each District and each Fire Station area.

**Influences on the Program**

While the relative risk score can give a first guide to the fire safety inspection program, other factors can provide more information on an individual building such as:

- the number of occupants in the building
- service plan
- historical information, including reports on any fires attended;
- visits to gather operational intelligence;
- particular local trends or socio-economic factors and
- fire risk assessments completed by, or on behalf of, employers, occupiers or other enforcing authorities.

Professional judgement based on experience and expertise is a key element in determining the level of risk and needs to be taken into account as part of the overall process. Examples of where the application of professional judgement may influence the outcome of a relative risk score assessment are:

Example: A low risk hospital will have approximately the same risk rating as a high-risk office based on the national average data. However, when going to individual premises, the inspecting officer may find that the hospital is well managed and they need do little more than set a date for a further inspection which will be determined by its priority when set against other premises in West Yorkshire. When inspecting the office, however, the officer may be faced with circumstances that present a high risk and they may need to take immediate enforcement action.

By utilising a purely risk basis, some premises in the lower risk categories will not be subject to regular programmed inspections. To cover this, category sampling will take place, prioritised using West Yorkshire historical primary fire frequency data – see Appendix D

In addition to ensuring that the Authority’s statutory fire protection duties are discharged efficiently and effectively, it is also a requirement to ensure our regulatory functions comply with the Better Regulation Executive’s five principles of good regulation. The following five principles of better regulation provide the basis for a good relationship between the Authority and business owners:

- **Targeted** – resources will be focused on higher-risk enterprises, reflecting local need and national priorities. Our aim is to create a ‘level playing field’ for businesses to ensure that non-compliant responsible persons are identified and compliant businesses and consumers are protected.
• **Proportionate** – enforcement action will reflect the level of risk to the public and the seriousness of the possible offence. This should increase compliance without creating unfair burdens on businesses.

• **Consistent** – advice to business will be reliable and robust. Where circumstances are similar, inspecting officers will act in similar ways. Improved access to expert advice about regulatory issues that businesses can trust will give them more confidence to invest and grow.

• **Transparent** – businesses must be able to understand what is expected of them and what they can anticipate in return. This should build trust between inspecting officers and the regulated, increasing efficiency and improving outcomes.

• **Accountable** – activities will be open to public scrutiny, with clear and accessible policies, and fair and efficient complaints procedures.

The Regulators' Compliance Code (as provided by the Legislative and Regulatory Reform Act 2006) was issued in December 2007 together with the Legislative and Regulatory Reform (Regulatory Functions) Order 2007, which defines "regulatory functions" for the purposes of the Act, e.g. "All the regulatory functions exercisable by Fire and Rescue Authorities in England".

In addition to the above-mentioned five principles of good regulation, the Code also sets out more detailed principles to which the Authority is required to have regard. Failure to comply with the Act and/or Code may constitute grounds for judicial review.

The Authority is not bound to follow a provision of the Code if it properly concludes that the provision is either not relevant or is outweighed by another relevant consideration. Any decision to depart from the Code will be properly reasoned and based on material evidence.

The economic crisis is having a serious impact on many local communities. Businesses are struggling as a result of the combination of restricted access to credit and reduced consumer confidence. This Authority is not immune from these difficulties: pressure on budgets has increased, at a time when demand for our services is rising.

This Authority already plays an important part in delivering outcomes that matter to communities and local economies. Our role is especially important in supporting prosperity during difficult economic conditions by providing accessible authoritative advice to businesses and minimising the burdens of regulation, while maintaining and improving essential protection for businesses.

In the current challenging environment we will endeavour to work together with other regulatory services and businesses to ensure that local regulation provides proper protection and prepares for recovery and growth.

In line with principles of better regulation we are determined to:

• Apply the practice and principles of continuous improvement in our regulatory services, embedding robust performance management that supports a culture attuned to the needs of business and communities.

• Maximise the use of resources in delivering better outcomes for local people through partnership and considering options for greater collaboration, such as shared services.

• Build on the engagement that we already have with local businesses in order to gather and disseminate information on business needs.
• Target service provision in the light of the economic profile of specific areas and the threats presented.

• Develop collaborative approaches to the delivery of services that match local priorities and the needs of businesses and consumers.

The above principles underpin how we intend to work with businesses, and inspecting officers will be encouraged to view all businesses as our customers.

The general power of wellbeing and the duty to cooperate with partners and to inform, involve and consult local people in improving our services and quality of life underpin the place-shaping role of Fire and Rescue Service. Place-shaping is the means to achieve shared ambitions in order to create attractive, prosperous, vibrant, safe and strong communities where people want to live, work, do business. These broad responsibilities provide a dual focus on both prosperity and protection that can be delivered through effective enforcement.

An understanding of the specific needs of business communities is necessary in order to deliver effective tailored support. The nature of the relationship between inspecting officers and businesses, together with their local knowledge and investigatory skills, places them in a strong position to understand and articulate the concerns of businesses to a wider audience, in the local authority and with other partners.

We will continue to reduce the social and economic cost of fire to the business community of West Yorkshire, using the Authority’s resources in a way that ensures that our regulatory activity entails the minimum burden on businesses, compatible with achieving desired regulatory outcomes, and which focuses our activities on those who pose the most serious risk and on those who are most likely to fail to comply.

The Inspection Program

The inspection program should support IRMP by providing a measure of fire safety and prevention in non domestic premises and by acquiring risk data to determine an initial operational response.

The relative risk score can remain high even though the premises are fully compliant with the Fire Safety Order. During 2011/12 we will maintain the concept of improving the ‘regulatory compliance level’ within premises subject to inspection. During this inspection program we intend to continue to improve the average regulatory compliance level by a minimum 40%. Although in some premises the relative risk score will remain high, by improving the regulatory compliance level there will be less chance that a fire starts and, should this occur, the risk to life and property will be significantly reduced.

Section 1: Activity for Operational personnel

**Programmed Sample Fire Safety Inspections, type A, B, C. & D in High Rise Residential, Schools, industrial & lower risk premises**

Reducing risk within premises is an integral part of the Authority’s overall risk reduction process and operational personnel will continue to undertake sample fire safety inspections, when required, within suitable premises to give basic advice on reducing risk whilst gathering essential risk data for fire-fighting purposes, and act as the eyes and ears of the Authority.

Risk data gathered during visits will be used to prioritise further fire safety work and enhance information within FSEC which will, in turn be used to help develop our IRMP. All visits carried out by operational personnel will be carried out under the Fire and Rescue Services Act 2004.
More detailed advice for operational officers can be found in “Operational Crews Completing Risk Inspections of Non-Domestic Premises” and “Operational Procedure No. 4” – which provides the policy and procedure to be followed by operational crews when completing these inspections. Additional guidance is also provided for Station Managers and MACC for their role in the process.

When carrying out visits the overall aim should be to ensure that the responsible person has an understanding of their fire safety obligations.

Fire safety visits will now be carried out at times which appear most appropriate. For example, a visit to an office or factory would normally be carried out during the day whilst a visit to a community centre or school theatre may be carried out during the evening. This approach is covered by the term ‘Peak Activity Inspections’ and extends the concept of ‘During Performance Inspections’ (DPI’s) to a whole range of premises that are used extensively outside of normal working hours. It is not possible to prescribe what type of premises should be visited and when, and a degree of local knowledge will be required. Care should be taken that the inspection is not timed or so extensive as to inhibit the activity taking place. For example, a visit to a large nightclub, whilst appropriate late at night, should be confined to a check of fire exits, access, numbers of staff and capacity. It would be unreasonable to expect the manager to provide evidence of the testing of fire extinguishers at this time. It may be, in situations such as this, that a further visit is carried out a few days later during normal working hours to check the premises and gather data more thoroughly.

Operational personnel may as a result of an Authority/National initiative and in addition to targets agreed by the Service Delivery Board, be required to undertake themed visits which would concentrate on one particular aspect of fire safety provision. For example, three or four short visits to local nursing homes in the evening to determine whether staff know the fire evacuation routines.

All fire stations have been allocated a dedicated Fire Safety Inspector/Officer (FPI/O) as their first point of contact. This has been provided to facilitate better working relations between fire safety and stations. This dedicated FPI/O will carry out joint sample fire safety inspections with stations to support them with their fire safety work and it is hoped that FPI/O will also benefit from this work particularly in understanding fire-fighter's hazards.

To continually improve this relationship, throughout the year themed quarterly presentations and joint inspections in different type premises will be carried, titled “Fire Safety Operational Liaison”.

Contact numbers for dedicated FPI/O and additional support in their absence are always available to operational personal on share point to enable them to seek advice from a specialist fire safety officer.

The 3000 industrial premises to be inspected by station staff are provided in lists on the PRD. These lists will be agreed annually. Each Operational District Manager will take account of the risk profile within each District and targets set by the Service Delivery Board documented in District Action Plans and coordinated through the District Risk Reduction and Local Risk Reduction Teams.

Responsibilities

- Operational District Managers have overall management responsibility for the operational inspection program within their District working towards objectives set by the Service Delivery Board and contained within the District Action Plans
- Station Managers have direct responsibilities for allocation of work and quality checking the inspections standards carried out by their staff in their area. Whilst the ABCD type inspections are sample inspections to assist the fire safety program, Operational staff should
only inspect premises that provide some meaningful risk data gathering and operational tactical awareness. Station Managers also have individually allocated DPI's, to complete and when requested, deal with complaints and requests for fire safety advice.

- Operational personnel will be responsible for entry of data collected on inspections, database amendments as required and the filing of specific forms.
- The MACC Database Team will be responsible for entry of operational information into the mobilising system.
- District Fire Safety staff (with dedicated nominated FPI/Os for each station) will provide support for operational crews on any matter of technical fire safety. Any support required out of normal office hours will be through the existing chain of command.
- Fire Safety Support and the Data Team will provide support relating to the PRD, in particular performance management tools available via the database.

In addition to the agreed inspection lists detailed above, operational personnel will carry out:

- **Peak Activity Inspections / DPI’s**
  
  Operational personnel will carry out DPI's of Cinemas, Theatres and Bingo Halls as proposed by the PRD
  
  Station Managers will carry out DPI's of ‘High Risk’ licensed premises as scheduled in the PRD.

- **Hotline Referrals**
  
  Specialist FS Staff and Nominated Officers to provide 24/7 fire safety advice and to follow up complaints.

**Section 2: Activity for Specialist Fire Safety Inspectors /Officers**

All fire safety inspections will include the requirement for FPI/Os to discuss the problems related to arson and the opportunities available for reducing them, with referrals to the District Arson Task Force as and when deemed necessary.

Community Fire Safety messages and information will also be offered at every opportunity during all types of inspection with referrals to the District Community Fire Safety Team as and when deemed necessary.

**Programmed Inspections** - Responsible Officers Fire Protection Managers Fire Protection Support

Programmed inspections will concentrate on those premises type with a risk factor score of 500 or above (see Appendix C). The types and number of inspections are provided in Appendix D.

The frequency of inspections is automatically calculated and proposed by the PRD.

**Hospitals** – Responsible Officer Fire Protection Managers Fire Protection Support
FPI/O’s will be responsible for the inspection of Hospitals within West Yorkshire checking for progress towards compliance with the FPO and gathering data for FSEC. Under the title of Fire Safety Operational Liaison the team will conduct joint visits with operational staff to increase their awareness of the hazards, firefighting facilities, layouts and evacuation procedures within hospital premises.

**Residential Care** – Responsible Officer Fire Protection Managers Fire Protection Support

The inspection of ‘Residential Care’ homes will be carried out by a FPI/O (Supervised by the District FP Manager (Bradford) In addition to programmed inspections, inspections will be carried out in accordance with the principles detailed in the memorandum of understanding between West Yorkshire Fire and Rescue Authority (WYFRA) and the Commission for Social Care Inspection. Under the title of Fire Safety Operational Liaison the team will conduct joint visits with operational staff to increase their awareness of premises compartmentation layouts and evacuation procedures within residential care premises.

**Schools (LEA)** – Responsible Officer Fire Protection Managers Fire Protection Support

Each of the 5 Local Education Authorities (LEAs) within West Yorkshire has agreed a working protocol with WYFRA. During the year these protocols will be reviewed and updated as necessary. FPI/Os will also carry out sample full audits to check fire safety standards and compliance.

**Local Authority High Rise Concordat** - Responsible Officer Fire Protection Managers Fire Protection Support

Data gathered by any sample fire safety inspections carried out by station personnel will inform the PRD. FPI/Os will also carry out sample full audits to check fire safety standards and compliance.

**Houses in Multiple Occupation (HMO)** - Responsible Officer Fire Protection Managers Fire Protection Support

The enforcing authority for the provisions of the Housing Act 2004 is the Local Housing Authority (LHA) and not the WYFRA.

A legislative overlap means that both the LHA and WYFRA may enforce fire safety standards in a HMO. In order to clarify areas of responsibility a national protocol has been produced. This has been accepted by the 5 LHAs is West Yorkshire. Recent clarification of LACORS Guidance By CFOA recommends that all issues within common areas of purpose built flats are dealt with under the FPO, however where a local housing authority is in agreement they may continue to deal with issues under the protocol.

The lead authority for inspection and enforcement action is as detailed in the following table:-

<table>
<thead>
<tr>
<th>Description</th>
<th>Authority</th>
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</thead>
<tbody>
<tr>
<td>1. Single dwellings, including shared housing, (Fire risk assessment not required)</td>
<td>LHA</td>
</tr>
<tr>
<td>2. All Houses in Multiple Occupation (HMO) whether or not subject to mandatory, selective or additional licensing</td>
<td>LHA</td>
</tr>
<tr>
<td>3. All self contained flats, whether purpose built or converted</td>
<td>LHA</td>
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</tbody>
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2 For the purposes of this report the Local Housing Authority (LHA) means a section in the local authority (normally Environmental Health) responsible for enforcing the provisions of the Housing Act.
4. Premises with mixed commercial and associated residential accommodation and sheltered housing

5. Hostels/B&B/hotels

6. All multiple-occupied accommodation that is owned or managed by the LHA

The table provides a general guide—it cannot cover every possible situation and certain premises will fall under more than one category. Local negotiations may be necessary where uncertainty arises.

WYFRA is under an obligation to reduce fire deaths in line with its risk-based enforcement policies and will undertake planned proactive inspections in any identified type of premises or in a particular locality as they deem necessary. Prior to starting any such series of inspection program, consultation will take place to ensure that duplication of inspection and enforcement does not occur. Any such programs may, subject to local agreement, take place individually, collaboratively or jointly and will aim to complement the inspection program of the LHA.

See the “Protocol between Local Housing Authorities & Fire & Rescue Authorities”

**Fire Engineered and Complex Buildings** – Responsible Officer Fire Protection Managers

Fire Protection Support

The fire engineering team exists to reduce fire risk in large and complex buildings. The majority of these buildings incorporate some element of fire engineering as a risk control measure e.g. smoke control or sprinklers.

Fire engineering may rely on complex systems to reduce risk to an acceptable level. It is essential that systems are maintained and that alterations to the building do not compromise the fire safety strategy and engineered systems for the building.

The day to day running of the team is the responsibility of a fire safety manager assisted by other staff dealing with consultation and risk-based audit issues.

Because of the varying types of building design and use, it is impractical to apply a precise definition of the type of development falling within the category of a fire-engineered project or a complex building. The following examples offer guidance on projects for consideration:

- Any new development, refurbishment or adaptation of an existing building that includes: - A shopping complex falling within the definition given in BS 9999
- Any building containing an atrium within the definition of BS 9999
- A building where a fire engineering design strategy is used to demonstrate compliance with the functional requirements of Part B (Fire Safety) of The Building Regulations
- An indoor arena, large entertainment or assembly complex, mass transit system interchange or similar project
• Any large or unusual project where extended or complex consultation with the design team is necessary, which would require a disproportionate amount of time given by a District-based Planning Officer

The premises identified above tend to be classed high-risk with regard to property and/or life safety, and therefore specific tactical plans may benefit Operational crews.

The number of inspections programmed for the year is automatically calculated by the PRD.

Under the title of Fire Safety Operational Liaison the team will conduct joint visits with operational staff to increase their awareness of the hazards, firefighting facilities, layouts and evacuation procedures within fire engineered and complex buildings.

Independent Schools – (Responsible Officer Fire Protection Managers Fire Protection Support)

A Service Level Agreement exists with Department for Children, Schools and Families (DCSF). The aim of the agreement is to provide a negotiated expectation for both the FRS and the DCSF.

The agreement will be reviewed annually by nominated liaison officers for the FRS and DCSF. A minimum number of sampling inspections will be completed each year and any premises generated by the PRD. It is agreed that new Independent Schools should not open until a FRS response has been received by DCSF.

Other Premises to Audit - Responsible Officer Fire Protection Managers Fire Protection Support

• Premises proposed during the year by the PRD will be audited after authorization from the Fire Protection District manager.

• During each inspection year we will endeavor to locate / identify and inspect a number of new premises.

• Information from prosecutions taken, will be used to inform themed premises type to audit.

• All complaints will be dealt with in accordance with Enforcement Policy.

• Fires in premises covered by the FPO and identified by the incident reporting system will be followed up with a fire safety inspection (Supervised by District FS Managers).

• West Yorkshire historical primary fire frequency data with be utilised to inform premises type for Sample/Themed Inspections in deemed lower risk premises.

• The HSE issue Improvement and Prohibition Notices on premises that do not comply with the regulations controlled by them. Evidence suggests that companies demonstrating poor compliance with Health & Safety regulations might also show little regard for fire safety regulations. It is therefore proposed that premises, taken from the publicly available H & S Notices served website are used to initiate a fire safety audit.

Children – Responsible Officer Fire Protection Managers Fire Protection Support

Inspections and liaison will take place in accordance the protocol between the WYFRA and the Office for Standards in Education (Ofsted) Children’s Directorate.
The purpose of the Protocol is to:

- establish the legal basis for Ofsted’s regulatory responsibilities
- explain how Ofsted carries out those responsibilities
- explain the responsibilities of the partner organisations
- explain how agreed working arrangements can assist both organisations meet these responsibilities.

**Control of Major Accidental Hazards (COMAH) Sites**

(Responsible Officer Appointed Senior Inspecting Officer (SIO))

With the introduction of the Fire Safety Order, several pieces of legislation have been revoked, the Fire Certificates (Special Premises) Regulations 1976 being one. In addition, this Authority has now enforcement responsibility for general fire precautions (GFP) at all COMAH sites.

The management of health and safety takes a high priority at these types of premises. All personnel working at sites are required to undergo general induction courses and site specific induction courses as part of the health and safety policy.

Fire Safety Inspectors required to visit and inspect such premises may also be required to undergo a general site induction course for each site visited. As a result, the number of our inspecting officers, for this type of premises, will be kept to a minimum.

All COMAH sites and former ‘Special Premises’ will have a Fire Safety Visit annually by operational crews using their powers under the Fire Services Act 2004.

**Petroleum Inspections** - Responsible Officer - Petroleum/Explosives Manager

Inspections will be carried out by specialist officers to ensure compliance with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

**Explosives** - Responsible Officer - Petroleum/Explosives Manager

Firework Inspections carried out by specialist officers to ensure compliant storage facilities. These inspections support the memorandum of understanding between the Authority and Trading Standards Agency.

**BASIS Inspections** - Responsible Officer Fire Protection Managers Fire Protection Support

BASIS is an independent registration, standards, certification and training organisation (serving pesticide, horticulture, forestry and other relevant interests), working with and through industry organisations to implement relevant sections of ‘The Food and Environment Protection Act 1985’ and other legislative and industry Code of Practice requirements.

WYF&RS and BASIS have established and agreed joint working arrangements which promote opportunities for WYF&RS to obtain operational information about operational risks and to ensure fire safety resources are targeted towards higher risk to life premises.

See BASIS Protocol for Inspection of Agrochemical Stores.

**Fire Investigation** - Responsible Officer Fire Protection Managers Fire Protection Support

The cause of all fires will be investigated (Supervised by the Station Manager FI) and entered into the NIRS.

In addition, the Authority will adopt procedures for conducting specialist officer investigations of fires in line with Fire & Rescue Circular 1/2006. Guidance will be available for all those undertaking such activities. The regional fire investigation model framework and policy provides the underpinning
structure to enable fire & rescue services within the region to work together to enhance fire, explosion and arson investigations.

The Fire Safety & Community Relations Directorate will coordinate the activities of fire investigation officers in West Yorkshire.

**Unwanted fire signals** - Responsible Officer Fire Protection Managers Fire Protection Support

This Authority is working with organisations to reduce the number of false alarms from Remotely Monitored Fire Alarm Systems (RMFAS). Policy is currently based on a nationally accepted model agreement drawn up by the Chief Fire Officers Association (CFOA) and endorsed by Communities and Local Government (CLG) and is part of a strategy to utilise the Fire and Rescue resources in the most effective manner. New Guidance from CFOA has been received and the whole policy is under review.

**Consultation** - Responsible Officer Fire Protection Managers Fire Protection Support

The primary responsibility for enforcing 'general fire precautions' in places other than domestic dwellings rests with this Authority. In some cases other enforcing authorities may have responsibilities for certain fire precautions under more specific legislation. In such cases, we have effective and agreed consultation procedures with those relevant statutory authorities, e.g.

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**Health & Safety**

Owing to the overlap of certain responsibilities for fire precautions the Authority will establish and maintain close links with the authorities enforcing the provisions of the Health & Safety at Work etc. Act 1974.

**Building Regulations**

Through effective consultation with ‘building control bodies’ the Authority will ensure that buildings are adequately protected from the effects of fire as required by the Building Regulations. In order to facilitate the consultation process the ‘building control body’ will take the co-coordinating role with this Authority and, where appropriate, with other regulatory bodies. Any recommendations and advice given will be channeled through the ‘building control body’ to the applicant. Consultations will comply with the current national CLG – “Building Regulations & Fire Safety Procedural Guidance” document.

**Licensing**

West Yorkshire Fire & Rescue Authority (the Authority) is a “Responsible Authority” as defined within the Licensing Act 2003 (the Act). The responsibility for licensing functions under the act is the local authority (LA). Responsible authorities must be notified of applications for the grant, variation, or review of a premises license or club premises certificate. The Authority will examine license applications and the applicant will be advised of their responsibilities under the Fire Safety Order. The Order is the primary piece of legislation for achieving satisfactory standards of fire safety in licensed premises.

**Sports Grounds**

The Fire Safety order has passed all enforcement duties, in certificated sports grounds and regulated stands over to the local authorities.

During 2009, a review of our commitment to provide fire safety advice to “Safety Advisory Groups” has been undertaken. In order to support our operational colleagues and ensure that timely and appropriate advice is given during these multi-agency meetings, we will in future provide a nominated Fire Safety Officer to represent WYFRA. This nominated officer
will work alongside the respective Station Manager who has station ground responsibility for the Sports Ground.

Additionally, the Senior Fire Safety Inspector with the Petroleum and Explosives reference in Fire Safety Support will provide a coordinating role for the Safety in Sports Grounds and carry out such functions as planning consultation and Local Authority Liaison.

Statutory Notifications

Inspecting officers will deal with:

The Dangerous Substances (Notification and Marking of Sites) Regulations 1990
NAMOS Regulations - Responsible Officer Fire Protection Managers Fire Protection Support

The Dangerous Substances (Notification and Marking of Sites) Regulations 1990 (referred to as the NAMOS Regulations), require the person in control of any site or premises where a total quantity of 25 tonnes or more of dangerous substances are used or stored, or are to become used or stored, to give written notification to both the Fire & Rescue Service and the Health and Safety Executive.

Regulatory Reform (Fire Safety) Order 2005 - Fire Fighters’ Switches for Luminous Tube Signs etc.
- Responsible Officer Fire Protection Managers Fire Protection Support

In the case of new installations, the ‘responsible person’ is required, not less than 42 days before commencement of the work, to give notice to West Yorkshire Fire & Rescue Authority (the Authority) showing the location, colouring and marking of the cut-off switch.

Where such a notice has been served and the Authority is not satisfied with the location colour etc, they must serve a Notice within 21 days stating that their requirements are not satisfied.

In the case of existing installations the ‘responsible person’ should have given notice to the Authority stating whether the apparatus is provided with a switch and if so where the switch is located and how it is coloured and marked. The Authority may serve a notice on the ‘responsible person’ indicating any remedial action required.

Advice under the Fire and Rescue Services Act 2004 and Non-Statutory Consultation
Responsible Officers Fire Protection Managers Fire Protection Support

The Fire and Rescue Services Act 2004, Section 6 requires the Authority to make arrangements for giving, when requested, advice on how to prevent fires and restrict their spread in buildings and other property and the means of escape from buildings and other property in case of fire.

The general public and other enforcing authorities frequently consult the Authority on matters relating to fire safety. This type of inspection is classed as 'goodwill' or 'agency work' and the Authority will co-operate with such requests and will inspect and advise as considered necessary. There is no obligation upon the Authority to provide advice of a general nature, for example, to litigants (and their advisers) who may be parties to legal proceedings.

Fire Safety Operational Liaison - Responsible Officers Fire Protection Managers Fire Protection Support

Fire Safety staff visit and audit the fire safety arrangements in premises and through this activity gain a lot of knowledge with regard to individual premises. The information will essentially cover the
means of escape from the premises, fire compartmentation, fire alarm systems and evacuation
procedures, information which could be helpful to responding fire crews.

Owing to the make up of the Fire Safety function, being mainly non operational staff the people who
conduct fire safety audits and gain a lot of knowledge with regard to premises are the staff within
the organization who don’t go to fires. As a consequence of this it is vital that opportunities are
created for the sharing of information via presentations and joint visits.

During 2010/11 all FPI/O will be allocated time to engage face to face with operational staff on
stations to impart and share relevant premises risk information.

Existing procedures for the sharing of information via the Operational Liaison forms for individual
premises linked to the PRD have recently been improved. This process and the information shared
via it will be continually monitored to ensure its validity.

Operational personnel carry out sampling inspections for fire safety, gathering risk data at selected
premises to complete parts A, B, C, & D of the inspection form.

Part A of the form covers IRMP and FSEC information
Part B of the form covers 6 Fire Safety Indicators
Part C of the form covers Calculation of Relative Risk Level
Part D of the form covers Operational Site Specific Risk Information

Whole time stations have a target to complete 8 inspections per month.
Day crewed stations have a target to complete 4 inspections per month.
There is no target for Retained stations.
Sampling inspections within retained stations will be completed by Fire Safety staff.
To assist station personnel with these inspections, the FPI/O designated to the station will carry out
a number of escorted inspections to assist operational personnel with knowledge and
understanding of the fire safety elements of the inspection and where possible any other risk data
gathering issues. In return station personnel will be able to assist the FPI/O to better understand
the elements within premises that firefighters identify as “firefighter hazards”. This will assist the
FPI/O on future fire safety inspections to identify appropriate “firefighter hazards” and report them
via the operational liaison procedure.

Throughout the year a designated FPI/O will visit each watch each month to discuss any fire safety
issues and deliver a themed presentation. To support the theme, a joint fire safety inspection
ABC&D will, on the request of operational personnel, be completed within the same time period to
consolidate learning.

It is hoped that an improved relationship between fire safety and operational personnel will result
from this joint working, where each party feels more comfortable in contacting each other. It is
expected that there will be an improvement in the quality of risk information gathering, with the
relevant safety critical information being made available quickly to responding crews. This will
contribute to firefighter safety, community safety and the safety of those relevant people in and
around premises when a fire occurs.

Firefighters also complete Part D only inspections to gather Site Specific Risk Information on all
types of premises in their area. When arranging these visits, if operational personnel feel it would
be beneficial to have a FPI/O present then this request will be accommodated whenever possible.

Where operational personnel are arranging a Part D inspection of a Hospital, Residential Care
premises or Fire Engineered building then the assistance of a dedicated member of the respective
fire safety team is highly recommended and will be accommodated whenever possible.
Appendix A

Calculated Fire Frequencies – June 2008

<table>
<thead>
<tr>
<th>Occupancy</th>
<th>FSEC Societal risk fire rate per 1,000,000 buildings</th>
<th>Very High</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
<th>Very low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitals &amp; Prisons (A)</td>
<td>676</td>
<td>&gt;6.83</td>
<td>6.78-6.31</td>
<td>6.13-5.53</td>
<td>5.35-4.88</td>
<td>&lt;4.83</td>
</tr>
<tr>
<td>Hostels (E)</td>
<td>167</td>
<td>&gt;6.22</td>
<td>6.18-5.70</td>
<td>5.52-4.92</td>
<td>4.74-4.27</td>
<td>&lt;4.22</td>
</tr>
<tr>
<td>Care homes (B)</td>
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<td>6.06-5.59</td>
<td>5.41-4.81</td>
<td>4.63-4.15</td>
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<tr>
<td>HMO's (C)</td>
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<td>&gt;6.03</td>
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<td>5.33-4.73</td>
<td>4.55-4.07</td>
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<tr>
<td>Houses converted to flats (G)</td>
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<td>5.33-4.73</td>
<td>4.55-4.07</td>
<td>&lt;4.03</td>
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<td>Purpose built Flats (D)</td>
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<td>&gt;6.03</td>
<td>5.98-5.50</td>
<td>5.33-4.73</td>
<td>4.55-4.07</td>
<td>&lt;4.03</td>
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<td>Hotels (F)</td>
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<td>5.19-4.59</td>
<td>4.41-3.93</td>
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<td>Shops (N)</td>
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<td>5.10-4.49</td>
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<td>Other sleeping accommodation (H)</td>
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<td>5.49-5.01</td>
<td>4.84-4.24</td>
<td>4.06-3.58</td>
<td>&lt;3.54</td>
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<td>Schools (M)</td>
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<td>4.35-3.74</td>
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<td>Further Education (J)</td>
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<td>4.35-3.74</td>
<td>3.57-3.09</td>
<td>&lt;3.05</td>
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<td>5.00-4.52</td>
<td>4.35-3.74</td>
<td>3.57-3.09</td>
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<td>Licensed Premises (L)</td>
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<td>4.32-3.72</td>
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<td>Factories/Warehouses (R)</td>
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<td>4.57-4.10</td>
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<td>Other Workplaces (T)</td>
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<td>Offices (S)</td>
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<td>3.77-3.17</td>
<td>2.99-2.51</td>
<td>&lt;2.47</td>
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</table>

Notes

1. The fire rates in this table differ from those used in the FSEC toolkit.
2. In FSEC the rates quoted in the risk definitions are round values so are slightly different.
3. Rates for some occupancy types are doubled in FSEC (Shops, Offices etc.) – this is because FSEC divides the frequency by 2 for building only occupied during the day.
4. Prisons were previously included in "Other sleeping accommodation" but are now included in the "Hospital" category as the fire frequency in prisons is more similar to that of hospitals. Youth Offending Institutes and Immigration Detention Centre’s should also be included in this category.
## Table 11: Relative Risk Level Matrix - Fire Safety Inspections

Rules applied to display data - Relative Risk Rating box includes lower integer value if 2 values from table fall into same box default to higher risk. VH and VL range keeps 2 boxes to allow for > or < values.

<table>
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<tr>
<th>Premises Use Group</th>
<th>Hospital</th>
<th>Care Home</th>
<th>School</th>
<th>Further Education</th>
<th>Public Building</th>
<th>Shop</th>
<th>Other Premises Open to Public</th>
<th>Factory or Warehouse</th>
<th>Office</th>
<th>Other Workplace</th>
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<td>FSEC Group</td>
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<td>H</td>
<td>D</td>
<td>G</td>
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</tbody>
</table>

Table 11 includes the Relative Risk Level Matrix for different premises use groups, including hospitals, care homes, schools, further education, public buildings, shops, and factories. The matrix uses a range of relative risk ratings, with specific rules applied for displaying data, such as defaulting to the higher risk rating if two values from the table fall into the same box, and maintaining a range of two boxes for VH and VL values to accommodate > or < values.
### FSEC Occupancy Types

- **A** Hospitals & Prisons
- **B** Care homes
- **C** HMO
- **D** Purpose Built Flats
- **E** Hostels
- **F** Hotels
- **G** Houses converted to flats
- **H** Other sleeping accommodation
- **J** Further Education
- **K** Public Buildings
- **L** Licensed Premises
- **M** Schools
- **N** Shops
- **P** other buildings open to the public
- **R** Factories/Warehouses
- **S** Offices
- **T** Other workplaces

The number indicated in each box is the number of premises in West Yorkshire with that particular risk rating score.

The risk profile for West Yorkshire (1st February 2011).

FSEC Occupancy Types – see notes below
<table>
<thead>
<tr>
<th>FSEC Code</th>
<th>Description</th>
<th>Visits Completed</th>
<th>Total for Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Hospital/Prisons, Residential Care/Childrens</td>
<td>5</td>
<td>182</td>
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<tr>
<td></td>
<td>Homes/Supported Living/Hospice</td>
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</tr>
<tr>
<td>B</td>
<td></td>
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<td></td>
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<td>C</td>
<td>HMO</td>
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<td>E</td>
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<td>F</td>
<td>Hotel/Boarding Houses</td>
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<td>Flats up to 3 storey, sheltered housing, halls of</td>
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<tr>
<td></td>
<td>residence, boarding schools</td>
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<tr>
<td>H</td>
<td></td>
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<td>D</td>
<td>Flats 4 storey and over</td>
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<td>House converted to flats 3 storey and over</td>
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<td>library, museum, community centre</td>
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<td>Schools/Childminders/Playgroups</td>
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<td>leisure, sports</td>
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<td>R</td>
<td>Factory/Mill/Warehouse</td>
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<td>Offices</td>
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<td>Workplace/Storage/Garage</td>
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## Appendix E  Inspections for 2011/2012

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<tr>
<th>FSEC Group</th>
<th>Premises Use Group</th>
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<tr>
<td>A</td>
<td>Hospitals / Hospital zones</td>
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<td>B</td>
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<tr>
<td>C</td>
<td>HMO</td>
<td>LHA</td>
<td>LHA</td>
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<tr>
<td>D</td>
<td>Flats &gt; 4 storey (High Rise Themed )</td>
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<td>Hostel</td>
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<td>FS&amp;CR</td>
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<td>Hotels</td>
<td>7</td>
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<td>Operations</td>
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<td>Schools ( LEA Protocol )</td>
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<td>FS / Operational Liaison Talks / Visits/inspection</td>
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<td>Estimated Reactive Inspections</td>
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<td>Follow-up to Prohibition Notices</td>
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Operational staff will carry out 3000 sample inspections from proposed lists within the PRD within the categories marked X.