

BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY
BUCKINGHAMSHIRE FIRE AND RESCUE SERVICE

Director of Legal & Governance, Graham Britten
Buckinghamshire Fire & Rescue Service
Brigade HQ, Stocklake, Aylesbury, Bucks HP20 1BD
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Chief Fire Officer and Chief Executive
Jason Thelwell

To: Members of Buckinghamshire and Milton Keynes Fire Authority

29 November 2021

MEMBERS OF THE PRESS
AND PUBLIC

Please note the content of
Page 2 of this Agenda Pack

Dear Councillor

Your attendance is requested at a Meeting of the **BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY** to be held at **THE OCULUS, THE GATEWAY OFFICES, GATEHOUSE ROAD, AYLESBURY, BUCKS, HP19 8FF** on **WEDNESDAY 8 DECEMBER 2021 at 11.00 AM** when the business set out overleaf will be transacted.

Yours faithfully

Graham Britten
Director of Legal and Governance

Health and Safety: Covid-19

There will be limited facilities for members of the public to observe the meeting in person due to Government and Public Health England guidance. A recording of the meeting will be available after the meeting.

Chairman: Councillor Clarke OBE
Councillors: Bagge, Carroll, Chapple OBE, Christensen, Darlington, Exon, Hall, Hopkins, Hussain, Lambert, Marland, McLean, Rankine, Stuchbury, Waite, Walsh



MAKING YOU SAFER



To observe the meeting as a member of the Press and Public

The Authority supports the principles of openness and transparency. To enable members of the press and public to see or hear the meeting this meeting will be recorded. Please visit:

<https://www.youtube.com/channel/UCWmIXPWAscxl3vIiv7bh1Q>

The Authority also allows the use of social networking websites and blogging to communicate with people about what is happening, as it happens.

Adjournment and Rights to Speak – Public

The Authority may adjourn a Meeting to hear a member of the public on a particular agenda item. The proposal to adjourn must be moved by a Member, seconded and agreed by a majority of the Members present and voting.

A request to speak on a specified agenda item should be submitted by email to gbritten@bucksfire.gov.uk by 4pm on the Monday prior to the meeting. Please state if you would like the Director of Legal and Governance to read out the statement on your behalf, or if you would like to be sent a 'teams' meeting invitation to join the meeting at the specified agenda item.

If the meeting is then adjourned, prior to inviting a member of the public to speak, the Chairman should advise that they:

- (a) speak for no more than four minutes,
- (b) should only speak once unless the Chairman agrees otherwise.

The Chairman should resume the Meeting as soon as possible, with the agreement of the other Members present. Adjournments do not form part of the Meeting.

Rights to Speak - Members

A Member of the constituent Councils who is not a Member of the Authority may attend Meetings of the Authority or its Committees to make a statement on behalf of the Member's constituents in the case of any item under discussion which directly affects the Member's division, with the prior consent of the Chairman of the Meeting which will not be unreasonably withheld. The Member's statement will not last longer than four minutes. Such attendance will be facilitated if requests are made to enquiries@bucksfire.gov.uk at least two clear working days before the meeting. Statements can be read out on behalf of the Member by the Director of Legal and Governance, or the Member may request a 'team's meeting invitation to join the meeting at the specified agenda item.

Petitions

Any Member of the constituent Councils, a District Council, or Parish Council, falling within the Fire Authority area may Petition the Fire Authority.

The substance of a petition presented at a Meeting of the Authority shall be summarised, in not more than four minutes, by the Member of the Council who presents it (as above). If the petition does not refer to a matter before the Authority, it shall be referred without debate to the appropriate Committee.

Questions

Members of the Authority, or its constituent councils, District, or Parish Councils may submit written questions prior to the Meeting to allow their full and proper consideration. Such questions shall be received by the Monitoring Officer to the Authority, *in writing*, at least two clear working days before the day of the Meeting of the Authority or the Committee.

COMBINED FIRE AUTHORITY - TERMS OF REFERENCE

1. To appoint the Authority's Standing Committees and Lead Members.
2. To determine the following issues after considering recommendations from the Executive Committee, or in the case of 2(a) below, only, after considering recommendations from the Overview and Audit Committee:
 - (a) variations to Standing Orders and Financial Regulations;
 - (b) the medium-term financial plans including:
 - (i) the Revenue Budget;
 - (ii) the Capital Programme;
 - (iii) the level of borrowing under the Local Government Act 2003 in accordance with the Prudential Code produced by the Chartered Institute of Public Finance and Accountancy; and
 - (c) a Precept and all decisions legally required to set a balanced budget each financial year;
 - (d) the Prudential Indicators in accordance with the Prudential Code;
 - (e) the Treasury Strategy;
 - (f) the Scheme of Members' Allowances;
 - (g) the Integrated Risk Management Plan and Action Plan;
 - (h) the Annual Report.
 - (i) the Capital Strategy
3. To determine the Code of Conduct for Members on recommendation from the Overview and Audit Committee.
4. To determine all other matters reserved by law or otherwise, whether delegated to a committee or not.
5. To determine the terms of appointment or dismissal of the Chief Fire Officer and Chief Executive, and deputy to the Chief Fire Officer and Chief Executive, or equivalent.
6. To approve the Authority's statutory pay policy statement.

AGENDA

Item No:

1. Apologies

2. Minutes

To approve, and sign as a correct record the Minutes of the meeting of the Fire Authority held on 13 October 2021 (item 2) **(Pages 7 - 18)**

3. Disclosure of Interests

Members to declare any disclosable pecuniary interests they may have in any matter being considered which are not entered onto the Authority's Register, and officers to disclose any interests they may have in any contract to be considered.

4. Chairman's Announcements

To receive the Chairman's announcements (if any).

5. Matters Arising from the Previous Meeting

The Chairman to invite officers to provide verbal updates on any actions noted in the Minutes from the previous meeting.

6. Petitions

To receive petitions under Standing Order SOA6.

7. Questions

To receive questions in accordance with Standing Order SOA7.

8. Recommendations from Committees

Overview and Audit Committee – 10 November 2021

(a) Appointment of External Auditors

“That the Authority be recommended to accept Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023.”

The report considered by the Overview and Audit Committee is attached at item 8(a) **(Pages 19 – 28)**

(b) Climate Action Plan

“It is recommended that:

1. The Environment and Climate Action Plan be recommended to the Authority for approval;
2. The Authority be recommended to nominate and appoint a Lead Member for climate change.”

The report considered by the Overview and Audit Committee is attached at item 8(b) **(Pages 29 - 38)**

9. Financial Strategy 2020-21 to 2024-25 First Annual Update

To receive a presentation by the Director of Finance and Assets **(Pages 39 - 64)**

10. Building Risk Review and Protection Update

To consider item 10 **(Pages 65 - 184)**

11. Health, Safety and Wellbeing Annual Report 2020/21

To consider item 11 **(Pages 185 - 214)**

12. Firefighters Charity

To receive a presentation by Station Commander Adam Burch **(Pages 215 - 220)**

13. Date of next meeting

To note that the next meeting of the Fire Authority will be held on Wednesday 16 February 2022 at the Oculus, The Gateway Offices, Gatehouse Road, Aylesbury, Bucks HP19 8FF at 11am.

If you have any enquiries about this agenda please contact: Katie Nellist (Democratic Services Officer) – Tel: (01296) 744633 email: knellist@bucksfire.gov.uk



BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY

ROLE DESCRIPTION

LEAD MEMBERS

1. To take a lead role in providing support and constructive challenge to senior officers in the development of strategies and plans and contributing towards the strategic direction of the Authority, within the Authority's overall policy objectives.
2. To act as a 'sounding board' for senior officers on issues within the portfolio, and be supportive in dealing with any problems at a strategic level.
3. To review, in conjunction with senior officers, the service within the portfolio.
4. To keep abreast of related developments and policies at national, regional and local level.
5. To take the lead in reporting to the Authority, one of its committees, or panels on issues within the portfolio.
6. To attend the Overview and Audit Committee, at its request, in connection with any issues associated with the portfolio which is the subject of scrutiny.
7. To act as a spokesperson for the Authority on issues within the portfolio.
8. To represent the Authority on bodies, at events and at conferences related to the portfolio, as appointed by the Executive Committee and to feedback to the Authority any issues of relevance / importance.

(Approved 8 June 2007)



Buckinghamshire & Milton Keynes Fire Authority

MINUTES OF THE MEETING OF THE BUCKINGHAMSHIRE AND MILTON KEYNES FIRE AUTHORITY HELD AT THE OCULUS, BUCKINGHAMSHIRE COUNCIL, ON WEDNESDAY 13 OCTOBER 2021 AT 10 AM.

Present: Councillors Bagge, Carroll, Chapple OBE, Clarke OBE, Darlington, Exon, Hall, Hopkins, Hussain, Lambert, Marland, McLean, Rankine, Stuchbury, Waite and Walsh

Officers: J Thelwell (Chief Fire Officer), M Osborne (Deputy Chief Fire Officer), C Bell (Head of Protection, Assurance and Development), G Britten (Director of Legal and Governance), K Nellist (Democratic Services Officer) E Hilling (Communication, Marketing and Engagement Manager) P Casey (Station Commander HR Projects) A Carter (Head of Technology, Transformation and PMO), S Cunningham (Group Commander)

Remotely: M Hemming (Director of Finance and Assets), S Wells (Head of Prevention, Response and Resilience), S Tuffley (Head of Covid 19 Preparedness and Response)

Guests: Group Captain Arnold (Station Commander RAF High Wycombe)
Matthew Barber (Thames Valley Police and Crime Commissioner)

Apologies: Councillor Christensen

Recorded Broadcast:

<https://www.youtube.com/channel/UCWmIXPWAscxpL3vIiv7bh1Q>

The Chairman welcomed everyone to the October Meeting of the Buckinghamshire and Milton Keynes Fire Authority.

The Chairman advised that although members of the public were now allowed to attend and observe in limited numbers, following the meeting a video recording would be uploaded to the Authority's YouTube Channel.

The Chairman thanked the Leader and officers of Buckinghamshire Council for the use of the Council Chamber and the technicians that were supporting the meeting.

The Chairman was pleased to welcome to the meeting Mr Matthew Barber, the Thames Valley Police and Crime Commissioner and Group Captain Philip Arnold, the Station Commander at RAF High Wycombe.

FA15 MINUTES

RESOLVED –

That the Minutes of the meeting of the Fire Authority held on 16 June 2021, be approved and signed by the Chairman as a correct record.

FA16 DISCLOSURE OF INTERESTS

None.

FA17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that to mark the twentieth anniversary of the September 11 2001 tragic event and to raise funds for the Fire Fighters Charity, and the Stephen Siller 'Tunnel to Towers' Foundation, a team of 17 operational firefighters from West Ashland Fire Station organised a 6km run from the Blue Light Hub to the Xscape Building, Central Milton Keynes, before ascending the 198-step stairwell to a height of 140ft and descending to the finish line. The 17 Firefighters wore their full personal protective equipment, with breathing apparatus and a length of fire hose, weighing over 35kg. The team were joined by support runners and volunteers from across the Service and from Bedfordshire and Northamptonshire fire and rescue services, Thames Valley Police, and South Central Ambulance Service. The event was covered by local and regional media including ITV Anglia. The event raised over £7,809 for the Fire Fighters Charity and £605 for the Stephen Siller 'Tunnel to Towers' Foundation. This far exceeded the initial target and enabled the Service to meet the Firefighters Charity fundraising objective of £7,000 for 2021.

The United Kingdom Rescue Organisation (UKRO) held the Festival of Rescue challenge on the banks of the River Tyne in Newcastle on the 17 and 18 of September 2021. This annual event attracts competing teams from across the UK where they were given the opportunity to showcase their abilities while competing against their colleagues from other fire and rescue services. The event was split into five distinct areas, one for each of the disciplines involved in the competition. These disciplines included Rope Rescue, Vehicle Extrication, Water Rescue, Trauma challenge, and the main event that the Service competed in, the USAR challenge. A team of seven was selected from Aylesbury Fire Station and included at least one representative from each of the four

Watches. The USAR teams were marked against four gruelling two and a quarter hour challenges where they needed to break through concrete, support a coach on its side, crawl through tight and obstructed tunnels to rescue a live casualty and render trauma first aid, carry out a technical search of a simulated collapsed building and then move a quarter of a tonne concrete block around a complex obstacle course. Once the final challenge had taken place, the weary team packed up their kit and returned for a much-needed shower before attending the awards ceremony in the heart of Newcastle City Centre. What unfolded was a clean sweep for the Buckinghamshire Fire and Rescue Service (BFRS) USAR team as they won all four categories after achieving the highest score amongst those taking part. The categories were, Best Incident Commander - BFRS Alan Still, Best Medic - BFRS Rhys Price, Best Technical Team – BFRS, Best overall Team – BFRS. Congratulations to everyone who took part.

Over twelve months ago, the Authority signed up to the Armed Forces Covenant. Based on its commitment to support this initiative, the Authority achieved the Bronze Award in the Employer Recognition Scheme, and after demonstrating further its commitment to support its Armed Forces Community, it had now achieved the Silver Award. The Service was working in partnership with the two Councils, Buckinghamshire and Milton Keynes, to introduce Drop-in Centres. These were safe places for veterans to come for advice and support from a variety of partner agencies and charities or just meet up with some people who have had similar life experiences, over a coffee and sandwich. The Service ran a pilot event at Marlow Fire Station which was a huge success and there were plans to run another one at the end of this month. We aim to develop this further, continuing in partnership with the two Councils and introduce these Drop-in centre events across three locations: High Wycombe, Aylesbury, and Milton Keynes. Furthermore, we are also supporting Armed Forces Cadet associations, in partnership with Buckinghamshire Council, the aspiration is to use Aylesbury Fire Station for cadet training in the future. Where we can, we will provide facilities for 1-1 clinical advice for the veteran support network and NHS services where veterans occasionally need a room to carry out clinical consultations. Delivery of the Armed Forces Covenant will contribute toward ensuring the Service maintains its promise through the People Strategy. It gives me great pleasure to welcome the Commander for RAF High Wycombe, Group Captain Philip Arnold, who will present the Silver Award to the Authority today.

Group Captain Arnold presented the silver award to the Chairman, Vice Chairman and Lead Member for People, Equality and Diversity and Assurance, the Chief Fire Officer and Deputy Chief Fire Officer.

Group Captain Arnold thanked the Chairman and Buckinghamshire Fire and Rescue Service for opening up fire stations to veterans, the Chairman responded.

(Group Captain Arnold left the meeting)

FA18

MATTERS ARISING FROM THE PREVIOUS MEETING

The Vice Chairman asked if the Director of Finance and Assets would update Members on Minute FA13 – Protection Update and Policy Statement.

The Director of Finance and Assets advised that an update on the Financial Strategy would be brought to the December Fire Authority meeting, following the outcome of the budget on 27 October 2021. He was hopeful that this would give a clearer idea of what the Authority's funding outlook would be for the next three years.

The Director of Finance and Assets advised that in terms of looking at forecasting, there would be a £700k budget deficit for next year. Members would also be aware of the rising cost of energy, the Authority was looking at a 100% increase in the cost of gas and a 50% increase in the cost of electricity which would add around a further £200k to the budget gap, giving a total gap of £900k at present.

The Director of Finance and Assets advised Members that the minutes of the last meeting noted that the Authority continued to lobby government for an increase in precept flexibility, and as part of the spending review submission, requested an additional £5 flexibility for all fire services. Members were also aware that HMICFRS reported the Service didn't have sufficient funding to provide the resources needed in its Public Safety Plan. The position hadn't changed. There had been no additional funding, and with that in mind, and the upcoming spending review, any support Members were able to give in terms of lobbying efforts would be greatly appreciated.

The Chairman advised Members that she was concerned about the upcoming Comprehensive Spending Review because she did not think the Authority would be able to increase the precept by £5 and therefore suggested a letter be written, cross party, requesting an extra £5 on the precept, she hoped all Members would support this.

The Chief Fire Officer advised Members there were a number of steps to be taken, firstly lobbying for a three-year Comprehensive Spending Review and then a decision regarding a referendum would come later when there was an understanding of the finances for the next three years.

Members discussed writing a letter cross-party to Ministers asking for the ability to increase the precept by £5, should the need arise. Members showed by raising their hands that they were all in agreement.

The Director of Legal and Governance having advised that a motion had been proposed and seconded, it was:

RESOLVED –

That a letter be sent to Ministers on a cross-party basis for the ability to raise the precept by up to £5 a year, should the need arise.

FA19

POLICE AND CRIME COMMISSIONER THAMES VALLEY

The Authority received a presentation from Mr Matthew Barber, the Police and Crime Commissioner for the Thames Valley.

The Police and Crime Commissioner summarised by recognising the potential change in governance, which he would not be pressing for unless it was mandated, and that he was very keen to continue with the current collaboration taking place across the Thames Valley.

The Police and Crime Commissioner was very supportive of the Authority lobbying the Minister for precept flexibility.

The Police and Crime Commissioner, having been thanked for his presentation, was asked questions by Members and responded.

The Police and Crime Commissioner agreed to stay for the next agenda item.

FA20

DRAFT RESPONSE TO THE HOME OFFICE CONSULTATION 'GIVING POLICE AND CRIME COMMISSIONERS GREATER POWERS OF COMPETENCE'

The Director of Legal and Governance advised Members that the purpose of the report was to seek approval from the Authority to the draft response to the Government's Consultation on 'Giving Police and Crime Commissioners greater powers of competence'. The prime audience for the consultation were the bodies and individuals listed in the consultation, and included fire and rescue authorities, the Local Government Association, and the National Fire Chiefs Council. The deadline for responses was 27 October 2021. As had been mentioned by the Chairman, the focus of the consultation

was distinct from the proposals that relate to a Police and Crime Commissioner (PCC) taking on the governance role of fire and rescue authorities, which the Home Office had stated would be included in a future consultative White Paper.

The Director of Legal and Governance advised Members that in 2004, the Fire and Rescue Services Act 2004 gave stand-alone fire and rescue authorities powers to undertake incidental activities, which gave them parity with principal councils (many of which ran fire and rescue services) and parity with policing bodies. Parity between policing bodies and stand-alone fire and rescue authorities was lost when stand-alone fire and rescue authorities were given the greater wider functional powers by the Localism Act 2011. As a single purpose authority, Buckinghamshire and Milton Keynes Fire Authority had benefited from having been given wider functional powers, examples of these were cited in the draft response to Question 3, such as assisting the ambulance service, health-care providers and other bodies whose main focus was not directed to fire safety.

The draft responses were therefore premised on PCCs being likely to benefit from wider functional powers ancillary to their prime focus and these would also be likely to complement PCCs in their collaboration duties with their blue light partners, whereas general powers of competence were not appropriate for single purpose status of bodies such as PCCs and fire and rescue authorities.

Members were asked to note that in the cover report, under the section headed collaboration and consultation, the PCC's Monitoring Officer's feedback on the draft response had been included. The PCC's Monitoring Officer considered the draft response was consistent with the Home Office's aims and also consistent with respective collaboration obligations.

Members discussed the draft response, and it was agreed that additional wording would be added to Questions 5 and 9.

It having been proposed and seconded the recommendation was amended from:

'That the draft response (Appendix 1) be approved for submission by the Chairman on behalf of the Authority', to:

'That authority be delegated to the Director of Legal & Governance to finalise the response in consultation with the Group Leaders', it was

RESOLVED –

That authority be delegated to the Director of Legal & Governance to finalise the response in consultation with the Group Leaders.

(The Police and Crime Commissioner left the meeting)

FA21

PEOPLE STRATEGY 2020-2025 – YEAR ONE UPDATE

The Lead Member for People, Equality and Diversity and Assurance Introduced the report and advised Members that it was an extensive piece of work, building on previous work that had been undertaken over a number of years to really reshape and reform how the fire service looks and feels and how it works with its people.

The Station Commander HR Projects advised Members that this was a year one update on the People Strategy 2020-2025 which included a recommendation for the 'staff engagement plan' to be agreed and approved. The People Strategy 2020-2025 replaced the previous 2016-2020 strategy and was approved by the Authority on 14 October 2020 and had now been in place for one year. The strategy was produced in agreement and consultation with stake holders across each key area, trade unions and staff. The People Strategy 2020-2025 framework contained five key areas: Equality, Diversity and Inclusion; Employee Engagement; Organisational Development and Resourcing; Training, Learning and Development and Employee Health and Wellbeing.

The Station Commander HR Projects advised Members that the Authority was fully committed to equality and diversity. The Service recognised that fairness and inclusion was fundamental to everything it did, to achieve its vision of making Buckinghamshire and Milton Keynes the safest areas in England in which to live work and travel. The Service believed a workforce that better reflects the diversity of the local working population would create a stronger, more enriched and well-informed organisation, able to meet the expectations of a modern fire and rescue service. This was a key aspect of the People Strategy. The objective was to embed equality and diversity into everything it does internally and externally.

The Station Commander HR Projects advised Members that the plan over the next six months was to visit each fire station and shift system, including support staff, to engage and consult on the People Strategy 2020-2025. The roadshow would include a presentation to staff on the strategy and highlight through discussion, how the Service would meet any challenges and identify risks and opportunities. This was with the intention to raise the profile of the strategy, encourage engagement

and ensure staff from across the entire organisation were made aware of how their work contributes and supports the five key areas. The development of this strategy would continue to be supported by engagement with Organisational Development, Joint Consultation Forum, Leadership Group, EDI group, Human Resources, Health and Safety, Operational Training and Assurance and all employees. The strategy was public facing on the Service's website and work was ongoing to refresh this and to ensure it remained engaging, accessible, and practical.

The Station Commander HR Projects advised Members that a robust communication plan had been established to ensure information from within the strategy was published.

Members asked that an update on the staff engagement plan be brought back to a future meeting.

The Vice Chairman stated that he had recently written to the Chief Fire Officer, Chairman and Lead Member for People, Equality and Diversity and Assurance following the conviction and sentencing of the former Metropolitan Police Officer for the murder of Sarah Everard:

'The fire service generally had an image historically of being very male dominated, with a potentially male orientated macho masculine culture, and while the horrific circumstances that led to the abduction and murder of Sarah by the then serving police officer would be unlikely, indeed impossible perhaps, to occur within the fire service, it was worth reassuring ourselves that the service in our county was fit for purpose that these issues were consistently monitored, and any strain away from acceptable behaviour was nipped in the bud in whatever way was most appropriate immediately. Gone were the days when comments and attitudes could be dismissed as being only banter or a bit of fun, and the public and all staff have a right to expect the highest standards at all times.'

The Chief Fire Officer responded to Members by saying that the abhorrent murder of Sarah Everard, and the reports in the public domain of the culture of misogyny in public services, was a reminder to us all around the need to root out this evil and to continue on this journey. The Service would not tolerate bullying, harassment or misogyny at any level. All public authorities need to redouble their efforts and take a long hard look at themselves and ask whether the culture was fit for the future.

The Deputy Chief Fire Officer assured Members that there were robust and strict procedures and processes in place and policies for anything that was outside of the Code of Conduct and any such behaviours were dealt with immediately, through the appropriate processes,

procedures, whether that be through grievance, whistle blowing, up to, and including disciplinary procedures.

The Deputy Chief Fire Officer advised Members that the Service had for some years been undertaking Culture Survey's within the organisation to better understand and improve the culture and how the Service moved forward to reflect a 21st century fire and rescue service. All operational staff and public facing staff were vetted through the DBS procedure which should also give a level of assurance.

The Deputy Chief Fire Officer advised that he met with the employee relations team every fortnight to go through all cases, whether disciplinary, grievance etc., that were being looking into. Everything was scrutinised to a very high level. Another survey would be going out in January 2022 and the Service had just embarked upon another initiative called 'Bully versus Banter' which every staff member had access to.

The Chief Fire Officer advised Members that although trust levels in the fire and rescue service were very high, the Service did not seem to be able to attract a diverse range of candidates to become firefighters and that was something the Service needed to redouble its efforts on. The Service was not attracting anywhere near the people it needed to get, in terms of reflecting its community. As Members were aware, the diversity of the workforce drives change, different processes, different procedures and a different culture. Although trust in the fire and rescue service was high, it was nowhere near as reflective of the Community it served.

A Member asked how the Service was getting women's voices heard within the surveys and within the work being done, and to understand what kind of behaviour women perceive as misogynistic and what kind of behaviour was bullying versus banter, as there may be a gender divide on it.

The Deputy Chief Fire Officer advised that the Culture Survey was open to everyone, and everyone was encouraged to participate in it. There was also an Equality Diversity and Inclusion Group where there were female representatives and there was a Woman in the Fire Service group nationally.

A Member asked if the trade unions were involved in the promotion of the staff engagement plan.

The Station Commander HR Projects confirmed that the strategy was produced in consultation and agreement with the trade unions. A lot of

hard work went into diversity and inclusion across the Service. There was an Equality and Diversity section on the internal website and staff were signposted to this for updates and news.

The Lead Member for People, Equality and Diversity and Assurance invited any Members to attend the EDI Group meetings to see the great work that was being undertaken by them.

RESOLVED –

That the People Strategy 2020-2025 staff engagement plan be approved.

FA22

COVID-19 PRESENTATION

The Head of Covid 19 Preparedness and Response gave Members a presentation to advise how the Service had responded to the Coronavirus pandemic throughout its various phases during 2020 and 2021.

The Head of Covid 19 Preparedness and Response advised that the Pandemic Management Group was an internal team of cross-departmental managers, who were first stood-up in preparation for the repatriation to Milton Keynes of 150 UK Nationals arriving from areas affected by the Coronavirus. The group were tasked to manage the internal impacts of the pandemic, to ensure the effective delivery of all core functions with a priority for the health, safety and wellbeing of all staff. This included provision of appropriate operational and service level guidance, amending day to day activities and routines, provision of appropriate additional PPE and communicating effectively across the organisation.

The Service responded quickly, achieving Covid-secure premises at all its sites, a continued supply of PPE amidst a global shortage, priority coronavirus testing for all staff and a range of comprehensive guidance for responders to follow. In addition, the Service provided significant support to the coordinated response from the Local Resilience Forum. In the initial phase of the pandemic, this included assistance with logistics for supply of PPE to frontline workers; delivery of essential items and food packages to vulnerable people; training healthcare staff in the use of additional PPE; and seconding Emergency Response Drivers to South Central Ambulance Service (SCAS) to drive ambulances. As the test and trace programme gathered momentum, the Service provided support on the ground to follow up on cases where the telephone service had not made contact.

As the Service moved out of the first lockdown, the focus remained on providing appropriate welfare support and guidance to employees and their families affected by the pandemic. The strategic focus was to

coordinate a phased recovery of all departments. The Service continued to provide coordinated and consistent communications to all staff, thereby ensuring all areas of the Service were fully involved to contribute to the recovery process.

The second wave and subsequent return to a response focus started in October 2020 when cases started to rise again across the country. The response strategy was refreshed with the continued aim of ensuring that during the pandemic, Buckinghamshire and Milton Keynes was the safest places in England to live, work and travel.

The Service continued to operate with an adjusted service delivery across Prevention, Protection and Response through regular risk assessments, in order to protect the public and staff from the impacts of the Coronavirus. The Service maintained continued support to the Local Resilience Forum, professional bodies and partner agencies. Most notably in providing logistical and managerial support to four mass vaccination centres across Buckinghamshire and Milton Keynes. This work commenced during the Christmas week of 2020 and over the coming weeks. This resulted in thousands of people within the communities being able to receive their Coronavirus vaccinations.

Following a commission by the Home Secretary in the Summer of 2020, HMICFRS announced a national review of fire and rescue service Covid-19 preparations. The results of the Covid-19 inspections were published on 22 January 2021, and HMICFRS concluded that BFRS “responded well during the pandemic and provided additional support to its community. It used wholetime and on-call firefighters to respond to emergencies. Staff supported the Service’s partners, especially the local ambulance trust. This meant the people of Buckinghamshire were well supported through the pandemic.” It went on to recognise all the additional activities undertaken and that the Service was able to maintain its response, continue prevention activity, and broadly maintain all protection activity.

The Head of Covid 19 Preparedness and Response advised Members that on 22 February 2021 the Prime Minister announced the Government’s four-step roadmap back to a more normal life through the careful easing of lockdown restrictions in England, and after a short delay in June, the country moved into step 4 with a national easing of restrictions in July 2021. On 19 July 2021, most legal restrictions ended, removing social distancing and social contact restrictions, and enabling remaining businesses to reopen. A further scheme to offer self-isolation exemptions for named employees deemed as critical workers within the emergency services, was implemented from 26 July 2021, and on 16 August 2021, the rules on self-isolating changed for people who are fully vaccinated, and for under 18s. As a Service the approach

to returning to business as usual was taken with cautious optimism, and the strategy was to support the Government's five-point plan for Summer 2021, and to continue to protect the Service and the communities it served.

In August 2021 the Service continued to play a key role, when as a result of recent events in Afghanistan, the evacuation of British Nationals and former British staff eligible for relocation under the Afghan Relocation and Assistance Policy (ARAP) resulted in a surge in the use of the MQS capability in Milton Keynes. This also resulted in bridging hotels being established within the area as an interim measure until longer-term accommodation was sourced.

The Head of Covid 19 Preparedness and Response advised Members that the pandemic had led to the Service supporting its NHS colleagues to establish and maintain effective mass vaccination centres across Buckinghamshire and Milton Keynes. The Service assisted with the implementation of vaccination centres at Stoke Mandeville Stadium, Wycombe Wanderers' Football Club, High Wycombe Town Hall and at Saxon Court in Milton Keynes.

The Head of Covid 19 Preparedness and Response advised Members that the Service had now taken a business-as-usual approach but was maintaining a robust contingency plan should the Government need to implement a Plan B. The Service was continuing to maintain covid secure premises, and site visits and community events were well planned, and risk assessed. Staff would continue to wear additional PPE when interacting with the public.

Members asked for their thanks to be passed on to everyone within the Service.

FA23

DATE OF NEXT MEETING

To note that the next meeting of the Fire Authority will be held on Wednesday 8 December 2021 at 11am, at The Oculus, Buckinghamshire Council.

The Chairman closed the meeting at 12.02 PM



Buckinghamshire & Milton Keynes Fire Authority

Meeting and date: Overview and Audit Committee, 10 November 2021

Report title: Appointment of External Auditors

Lead Member: Councillor David Hopkins

Report sponsor: Mark Hemming

Author and contact: Mark Hemming – mhemming@bucksfire.gov.uk

Action: Decision

Recommendations:

That the Authority be recommended to accept Public Sector Audit Appointments' invitation to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years from 1 April 2023.

Executive summary:

This report sets out proposals for appointing the external auditor to the Authority for the accounts for the five-year period from 2023/24.

The current auditor appointment arrangements cover the period up to and including the audit of the 2022/23 accounts. The Authority opted into the 'appointing person' national auditor appointment arrangements established by Public Sector Audit Appointments (PSAA) for the period covering the accounts for 2018/19 to 2022/23 (see Background Papers).

PSAA is now undertaking a procurement for the next appointing period, covering audits for 2023/24 to 2027/28. During Autumn 2021 all local government bodies need to make important decisions about their external audit arrangements from 2023/24. They have options to arrange their own procurement and make the appointment themselves or in conjunction with other bodies, or they can join and take advantage of the national collective scheme administered by PSAA.

The sector-wide procurement conducted by PSAA will produce better outcomes and will be less burdensome for the Authority than a procurement undertaken locally because:

- collective procurement reduces costs for the sector and for individual authorities compared to a multiplicity of smaller local procurements
- if it does not use the national appointment arrangements, the Authority will need to establish its own auditor panel with an independent chair and

independent members to oversee a local auditor procurement and ongoing management of an audit contract

- it is the best opportunity to secure the appointment of a qualified, registered auditor - there are only nine accredited local audit firms, and a local procurement would be drawing from the same limited supply of auditor resources as PSAA's national procurement
- supporting the sector-led body offers the best way of ensuring there is a continuing and sustainable public audit market into the medium and long term.

If the Authority wishes to take advantage of the national auditor appointment arrangements, it is required under the local audit regulations to make the decision at full Authority. The opt-in period starts on 22 September 2021 and closes on 11 March 2022. To opt into the national scheme from 2023/24, the Authority needs to return completed opt-in documents to PSAA by 11 March 2022.

Financial implications:

There is a risk that current external audit fee levels could increase when the current contracts end. It is clear that the scope of audit has increased, requiring more audit work. There are also concerns about capacity and sustainability in the local audit market.

Opting into a national scheme provides maximum opportunity to ensure fees are as realistic as possible, while ensuring the quality of audit is maintained, by entering a large-scale collective procurement arrangement.

If the national scheme is not used some additional resource may be needed to establish an auditor panel and conduct a local procurement. Until a procurement exercise is completed it is not possible to state what, if any, additional resource may be required for audit fees from 2023/24.

Risk management:

The principal risks are that the Authority:

- fails to appoint an auditor in accordance with the requirements and timing specified in local audit legislation
- does not achieve value for money in the appointment process.

These risks are considered best mitigated by opting into the sector-led approach through PSAA.

Legal implications:

Under the Local Audit and Accountability Act 2014 (“the Act”), the Authority is required to appoint an auditor to audit its accounts for each financial year. The Authority has three options:

- To appoint its own auditor, which requires it to follow the procedure set out in the Act.
- To act jointly with other authorities to procure an auditor following the procedures in the Act.
- To opt-in to the national auditor appointment scheme administered by a body designated by the Secretary of State as the ‘appointing person’. The body currently designated for this role is Public Sector Audit Appointments Limited (PSAA).

Regulation 19 of the Local Audit (Appointing Person) Regulations 2015 requires that a decision to opt in must be made by a meeting of the Authority (meeting as a whole), except where the authority is a corporation sole.

Section 7 of the Act requires a relevant Authority to appoint a local auditor to audit its accounts for a financial year not later than 31 December in the preceding year.

Section 8 governs the procedure for appointment including that the Authority must consult and take account of the advice of its auditor panel on the selection and appointment of a local auditor.

Section 12 makes provision for the failure to appoint a local auditor. The Authority must immediately inform the Secretary of State, who may direct the Authority to appoint the auditor named in the direction or appoint a local auditor on behalf of the Authority.

Section 17 gives the Secretary of State the power to make regulations in relation to an ‘appointing person’ specified by the Secretary of State. This power has been exercised in the Local Audit (Appointing Person) Regulations 2015 (SI 192) and this gives the Secretary of State the ability to enable a sector-led body to become the appointing person. In July 2016 the Secretary of State specified PSAA as the appointing person.

Privacy and security implications:

No direct impact.

Duty to collaborate:

A ‘sector led body’ will ensure collaboration with the largest number of public sector bodies.

Health and safety implications:

No direct impact.

Environmental implications:

No direct impact.

Equality, diversity, and inclusion implications:

No direct impact.

Consultation and communication:

Section 8 of the Act requires the Authority to consult its auditor panel and take its views into account when selecting and appointing an auditor. To support transparency of the appointment, section 8 of the Act also requires the Authority to publish a notice on its website within 28 days of making the appointment that: states it has made the appointment; who the appointed auditor is; sets out the auditor panel’s advice; and if that advice has not been followed, the Authority’s reasons for not following it.

Background papers:

Appointment of External Auditors. Fire Authority. 11 October 2016.

https://bucksfire.gov.uk/documents/2020/03/fire_authority_agenda_191016.pdf/

(pp. 19-21)

Appendix	Title	Protective Marking
1	Invitation to opt into the national scheme for auditor appointments from April 2023	None

22 September 2021

To: Mr Thelwell, Chief Executive
Buckinghamshire and Milton Keynes Fire Authority

Copied to: Mr Hemming, S151 Officer
Councillor Watson, Chair of Audit Committee or equivalent

Dear Mr Thelwell,

Invitation to opt into the national scheme for auditor appointments from April 2023

I want to ensure that you are aware the external auditor for the audit of your accounts for 2023/24 has to be appointed before the end of December 2022. That may seem a long way away but, as your organisation has a choice about how to make that appointment, your decision-making process needs to begin soon.

We are pleased that the Secretary of State has confirmed PSAA in the role of the appointing person for eligible principal bodies for the period commencing April 2023. Joining PSAA's national scheme for auditor appointments is one of the choices available to your organisation.

In June 2021 we issued a draft prospectus and invited your views and comments on our early thinking on the development of the national scheme for the next period. Feedback from the sector has been extremely helpful and has enabled us to refine our proposals which are now set out in the [scheme prospectus](#) and our [procurement strategy](#). Both documents can be downloaded from our website which also contains a range of useful information that you may find helpful.

The national scheme timetable for appointing auditors from 2023/24 means we now need to issue a formal invitation to you to opt into these arrangements. In order to meet the requirements of the relevant regulations, we also attach a form of acceptance of our invitation which you must use if your organisation decides to join the national scheme. We have specified the five consecutive financial years beginning 1 April 2023 as the compulsory appointing period for the purposes of the regulations which govern the national scheme.

Given the very challenging local audit market, we believe that eligible bodies will be best served by opting to join the scheme and have attached a short summary of why we believe that is the best solution both for individual bodies and the sector as a whole.

I would like to highlight three matters to you:

1. if you opt to join the national scheme, we need to receive your formal acceptance of this invitation by Friday 11 March 2022;

2. the relevant regulations require that, except for a body that is a corporation sole (e.g. a police and crime commissioner), the decision to accept our invitation and to opt in must be made by the members of the authority meeting as a whole e.g. Full Council or equivalent. We appreciate this will need to be built into your decision-making timetable. We have deliberately set a generous timescale for bodies to make opt in decisions (24 weeks compared to the statutory minimum of 8 weeks) to ensure that all eligible bodies have sufficient time to comply with this requirement; and
3. if you decide not to accept the invitation to opt in by the closing date, you may subsequently make a request to opt in, but only after 1 April 2023. We are required to consider such requests and agree to them unless there are reasonable grounds for their refusal. PSAA must consider a request as the appointing person in accordance with the Regulations. The Regulations allow us to recover our reasonable costs for making arrangements to appoint a local auditor in these circumstances, for example if we need to embark on a further procurement or enter into further discussions with our contracted firms.

If you have any other questions not covered by our information, do not hesitate to contact us by email at ap2@psaa.co.uk. We also publish answers to [frequently asked questions](#) on our website.

If you would like to discuss a particular issue with us, please send an email also to ap2@psaa.co.uk, and we will respond to you.

Yours sincerely

Tony Crawley
Chief Executive

Encl: Summary of the national scheme

Why accepting the national scheme opt-in invitation is the best solution

Public Sector Audit Appointments Limited (PSAA)

We are a not-for-profit, independent company limited by guarantee incorporated by the Local Government Association in August 2014.

We have the support of the LGA, which in 2014 worked to secure the option for principal local government and police bodies to appoint auditors through a dedicated sector-led national body.

We have the support of Government; MHCLG's Spring statement confirmed our appointment because of our "strong technical expertise and the proactive work they have done to help to identify improvements that can be made to the process".

We are an active member of the new Local Audit Liaison Committee, chaired by MHCLG and attended by key local audit stakeholders, enabling us to feed in body and audit perspectives to decisions about changes to the local audit framework, and the need to address timeliness through actions across the system.

We conduct research to raise awareness of local audit issues, and work with MHCLG and other stakeholders to enable changes arising from Sir Tony Redmond's review, such as more flexible fee setting and a timelier basis to set scale fees.

We have established an advisory panel, which meets three times per year. Its membership is drawn from relevant representative groups of local government and police bodies, to act as a sounding board for our scheme and to enable us to hear your views on the design and operation of the scheme.

The national scheme for appointing local auditors

In July 2016, the Secretary of State specified PSAA as an appointing person for principal local government and police bodies for audits from 2018/19, under the provisions of the Local Audit and Accountability Act 2014 and the Local Audit (Appointing Person) Regulations 2015. Acting in accordance with this role PSAA is responsible for appointing an auditor and setting scales of fees for relevant principal authorities that have chosen to opt into its national scheme. 98% of eligible bodies made the choice to opt-in for the five-year period commencing in April 2018.

We will appoint an auditor for all opted-in bodies for each of the five financial years beginning from 1 April 2023.

We aim for all opted-in bodies to receive an audit service of the required quality at a realistic market price and to support the drive towards a long term competitive and more sustainable market for local audit. The focus of our quality assessment will include resourcing capacity and capability including sector knowledge, and client relationship management and communication.

What the appointing person scheme from 2023 will offer

We believe that a sector-led, collaborative, national scheme stands out as the best option for all eligible bodies, offering the best value for money and assuring the independence of the auditor appointment.

The national scheme from 2023 will build on the range of benefits already available for members:

- transparent and independent auditor appointment via a third party;
- the best opportunity to secure the appointment of a qualified, registered auditor;
- appointment, if possible, of the same auditors to bodies involved in significant collaboration/joint working initiatives, if the parties believe that it will enhance efficiency;
- on-going management of any independence issues which may arise;
- access to a specialist PSAA team with significant experience of working within the context of the relevant regulations to appoint auditors, managing contracts with audit firms, and setting and determining audit fees;
- a value for money offer based on minimising PSAA costs and distribution of any surpluses to scheme members - in 2019 we returned a total £3.5million to relevant bodies and more recently we announced a further distribution of £5.6m in August 2021;
- collective efficiency savings for the sector through undertaking one major procurement as opposed to a multiplicity of smaller procurements;
- avoids the necessity for local bodies to establish an auditor panel and undertake an auditor procurement, enabling time and resources to be deployed on other pressing priorities;
- updates from PSAA to Section 151 officers and Audit Committee Chairs on a range of local audit related matters to inform and support effective auditor-audited body relationships; and
- concerted efforts to work with other stakeholders to develop a more sustainable local audit market.

We are committed to keep developing our scheme, taking into account feedback from scheme members, suppliers and other stakeholders, and learning from the collective post-2018 experience. This work is ongoing, and we have taken a number of initiatives to improve the operation of the scheme for the benefit of all parties.

Importantly we have listened to your feedback to our recent consultation, and our response is reflected in [the scheme prospectus](#).

Opting in

The closing date for opting in is 11 March 2022. We have allowed more than the minimum eight-week notice period required, because the formal approval process for most eligible bodies is a decision made by the members of the authority meeting as a whole [Full Council or equivalent], except police and crime commissioners who are able to make their own decision.

We will confirm receipt of all opt-in notices. A full list of eligible bodies that opt in will be published on our website. Once we have received an opt-in notice, we will write to you to request information on any joint working arrangements relevant to your auditor appointment, and any potential independence matters which may need to be taken into consideration when appointing your auditor.

Local Government Reorganisation

We are aware that reorganisations in the local government areas of Cumbria, Somerset, and North Yorkshire were announced in July 2021. Subject to parliamentary approval shadow elections will take place in May 2022 for the new Councils to become established from 1 April 2023. Newly established local government bodies have the right to opt into PSAA's scheme under Regulation 10 of the Appointing Person Regulations 2015. These Regulations also set out that a local government body that ceases to exist is automatically removed from the scheme.

If for any reason there is any uncertainty that reorganisations will take place or meet the current timetable, we would suggest that the current eligible bodies confirm their acceptance to opt in to avoid the requirement to have to make local arrangements should the reorganisation be delayed.

Next Steps

We expect to formally commence the procurement of audit services in early February 2022. At that time our procurement documentation will be available for opted-in bodies to view through our e-tendering platform.

Our recent webinars to support our consultation proved to be popular, and we will be running a series of webinars covering specific areas of our work and our progress to prepare for the second appointing period. Details can be found on [our website](#) and in [the scheme prospectus](#).

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Buckinghamshire & Milton Keynes Fire Authority

Meeting and date: Overview and Audit Committee, 10 November 2021

Report title: Climate Action Plan

Lead Member: TBC

Report sponsor: Mark Hemming, Director of Finance and Assets

Author and contact: Mark Hemming - mhemming@bucksfire.gov.uk

Action: Decision

Recommendations: It is recommended that:

1. The Climate Action Plan be recommended to the Authority for approval;
2. The Authority be recommended to nominate and appoint a Lead Member for climate change.

Executive summary:

This paper is being presented to the Committee following the debate at the meeting in July, and the commitment from officers to bring a paper for further consideration and debate. The Committee is asked to consider the Climate Action Plan in Appendix 1 before recommending it to the Authority for approval.

Production of the Plan has been informed by Local Government Association (LGA) guidance and case studies, as well as consideration of the strategies, frameworks and policies of other public sector bodies within the Thames Valley region.

The Plan sets out how the Authority will respond to climate change through:

- Adaptation – optimising Buckinghamshire Fire and Rescue Service’s response to extreme weather events such as flooding and wildfires
- Mitigation - taking action to reduce its own carbon emissions, while encouraging its staff and communities to do the same

The Plan details five key areas, the first of which falls within the adaptation category, with the rest coming under the mitigation category:

- Prevent, Protect, Respond
- Buildings and Energy
- Transportation
- Waste Reduction
- Supply Chain

For each of these five areas, the Plan sets out current actions being taken, as well as future aims. Actions to achieve the future aims are then scheduled into an action plan on page 5 of Appendix 1.

As far as possible, actions are to be included within updates to existing strategies as and when they become due for renewal.

Financial implications: There are no direct financial implications associated with the Climate Action Plan. Any implications of future actions that have a financial impact will be subject to approval in accordance with Financial Regulations and Instructions.

Risk management: The Authority's [2020-25 Public Safety Plan](#) (PSP) identifies climate change as a risk to the communities it serves. In addition to ensuring that Buckinghamshire Fire and Rescue Service (BFRS) is properly prepared to deal the effects of climate change on its risk and demand profile, the PSP also commits to reducing the impact on the environment from BFRS's own operations and infrastructure. Specific projects and actions designed to address this issue will be included in the Corporate Plan and progress monitored by the Business Transformation Board. Also, Authority Members (and specifically the Lead Member if appointed with such responsibility) will be updated on progress with the Climate Action Plan and the impact of measures taken.

Legal implications:

The Authority can use environmental and social award criteria (provided that the criteria are linked to the subject matter of the contract and non-discriminatory) when awarding contracts (regulation 68(3)(a), the Public Contracts Regulations 2015).

The [Cleaner Road Transport Vehicles Regulations 2011](#) (SI 2011/1631), as amended by the [Cleaner Road Transport Vehicles \(Amendment\) \(EU Exit\) Regulations 2020](#) (2020/964) impose obligations on the Authority to take into account energy consumption and emissions when purchasing or leasing vehicles.

On 3 June 2021, the Cabinet Office published [Procurement Policy Note 05/21: National Procurement Policy Statement](#) (PPN 05/21), which has immediate effect, together with the [National Procurement Policy Statement](#) (NPPS). PPN 05/21 states that "The Government intends to bring forward legislation when Parliamentary time allows to ensure that [...] all contracting authorities are required to have regard to the [NPPS] when undertaking procurements." In turn the NPPS states that "tackling climate change and reducing waste" is one of three national priorities to which the Authority must have regard when exercising its procurement functions. It states that bodies including the Authority "should consider the following social value outcomes alongside any additional local priorities:

- contributing to the UK Government’s legally-binding target¹ to reduce greenhouse gas emissions to net zero by 2050;
- reducing waste, improving resource efficiency and contributing to the move towards a circular economy;
- identifying and prioritising opportunities in sustainable procurement to deliver additional environmental benefits, for example enhanced biodiversity, through the delivery of the contract.”

Privacy and security implications: No direct impact.

Duty to collaborate: The Plan has been developed with reference to the corresponding Thames Valley Police and South Central Ambulance Service policies, as well as those of Buckinghamshire Council, Milton Keynes Council and Oxfordshire County Council. The latter councils are all listed as having made declarations of Climate Emergency <https://www.climateemergency.uk/blog/list-of-councils/>

Health and safety implications: No direct impact.

Environmental implications: The Climate Action Plan demonstrates the Authority’s commitment to addressing the issue of climate change. Detailed environmental implications are detailed within the Plan in Appendix 1.

Equality, diversity, and inclusion implications: No direct impact.

Consultation and communication: Communication and training considerations are detailed within the Plan in Appendix 1.

Background papers:

Local Government Association. 2020. Climate emergency: Fire and rescue services. https://www.local.gov.uk/sites/default/files/documents/10.45%20Climate%20emergency%20and%20fire%20services_web_1.pdf

Thames Valley Police. 2018. Environmental Management Policy. <https://www.thamesvalley.police.uk/SysSiteAssets/foi-media/thames-valley-police/policies/policy---environmental-management.pdf>

South Central Ambulance Service NHS Foundation Trust. 2021. Environmental Policy. <https://www.scas.nhs.uk/wp-content/uploads/Environmental-Policy.pdf>

Appendix	Title	Protective Marking
1	Buckinghamshire Fire and Rescue Service Climate Action Plan	None

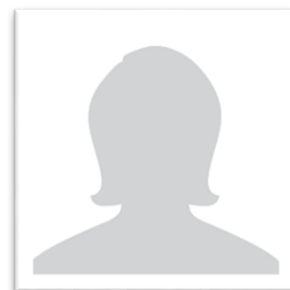
¹ See the Climate Change Act 2008 (2050 Target Amendment) Order 2019 in force since 27 June 2019 <https://www.legislation.gov.uk/uksi/2019/1056/contents/made>

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Buckinghamshire Fire and Rescue Service Climate Action Plan

Foreword

Local authorities have a key role to play in helping to achieve the UKs 2050 Net Zero greenhouse gas emissions target. The Intergovernmental Panel on Climate Change (IPCC) note that “Many of the changes observed in the climate are unprecedented in thousands, if not hundreds of thousands of years, and some of the changes already set in motion—such as continued sea level rise—are irreversible over hundreds to thousands of years.”



However, they also state that “strong and sustained reductions in emissions of carbon dioxide (CO₂) and other greenhouse gases would limit climate change.”¹

The Authority recognises that as a fire and rescue service, we have a unique and essential role to play in the adaptation to, and mitigation of climate change. The way in which we will respond to the already unavoidable impacts of climate change is already detailed within our current Public Safety Plan.

The Authority also recognises the need to assist with mitigating future climate change by reducing its own greenhouse gas emissions and using its influence to encourage employees and the community to do the same. The Authority has already taken several steps to reduce our environmental impact, but we recognise there is still more we can do.

This Climate Action Plan shows our commitment to addressing the issue of climate change, as we continue to work towards our vision of making Buckinghamshire and Milton Keynes the safest areas in England in which to live, work and travel.

Councillor Insertlead Membernamehere

[Insert Position Here]

Definitions

Zero carbon means that no carbon dioxide emissions are being produced from a product/service e.g. zero-carbon electricity could be provided by a 100 per cent renewable energy supplier.

Carbon neutral means that while some carbon dioxide emissions are still being generated by a building/process these emissions are being offset somewhere else making the overall net carbon dioxide emissions zero. This is also termed net-zero carbon dioxide emissions.

Net Zero greenhouse gas emissions means that while some greenhouse gas emissions (not only CO₂) are still being generated by a process, these emissions are being balanced by forestry or removed by technologies making the overall net emissions zero.

¹ https://www.ipcc.ch/site/assets/uploads/2021/08/IPCC_WGI-AR6-Press-Release_en.pdf

Introduction

Our Climate Action Plan sets out how Buckinghamshire Fire and Rescue Service will respond to climate change through:

- Adaptation – optimising our response to extreme weather events such as flooding and wildfires
- Mitigation - taking action to reduce our own carbon emissions, while encouraging our staff and communities to do the same

The principles that we will follow in relation to each of these are set out below:

Adaptation

Prevent, Protect, Respond

- Work with our communities to identify those most vulnerable from climate change risks and to prevent harm from occurring
- Work in partnership with other organisations to protect our communities and businesses from the risks of climate change
- Ensure areas vulnerable to extreme weather events are identified in our Public Safety Plan and the Local Resilience Forum's Community Risk Register, and the appropriate level of resources and training are in place to respond to the identified risks

Mitigation

Buildings and Energy

- Improve the energy efficiency of our buildings
- Investigate the use of renewable energy in our buildings
- Encourage energy saving amongst our own staff and communities

Transportation

- Start to replace diesel vehicles with electric vehicles where practicable
- Encourage car sharing by staff (subject to prevailing internal Covid-19 guidance)

Waste Reduction

- Improve our recycling rates
- Reduce paper waste by using electronic systems

Supply Chain

- Work with suppliers to reduce carbon emissions in our supply chain

The Service will also look at the financial aspects of climate action, such as investing our money in sustainable investment products, potentially establishing a climate action fund (subject to the level of available funding) and investigating potential grant funding that may be available to help further mitigate our carbon emissions.

Within all the above principles and where it is beneficial to do so, the Service will seek to work collaboratively with other emergency responders, councils and appropriate organisations.

Current Actions and Future Aims

For each area listed on the previous page, the table below shows the current actions being taken and the future aims:

Current Actions	Area	Future Aims
<ul style="list-style-type: none"> Public Safety Plan identifies key risks Extreme weather events included on Thames Valley Local Resilience Forum risk register Staff appropriately trained, including water rescue capability Advice to communities and businesses provided in relation to extreme weather events such as heatwaves and flooding 	Prevent, Protect, Respond	<ul style="list-style-type: none"> Investigate ways to improve assistance to individuals and business most at risk Identify potential partners to support our work in relation to climate change Increase public awareness of potential risks associated with climate change through existing media channels
<ul style="list-style-type: none"> A number of energy efficiency measures have been implemented, such as solar panels and LED lighting The Blue Light Hub utilises a number of energy efficiency measures, including a combined heat and power (CHP) plant 	Buildings and Energy	<ul style="list-style-type: none"> Review the energy efficiency of our buildings and include actions to improve this within the next Property Strategy refresh Investigate the use of renewable energy in our buildings Look to establish a group like the Green Action initiative (see case study on page 4)
<ul style="list-style-type: none"> Electric vehicle charging points at the Blue Light Hub, shortly to be installed at Aylesbury and Marlow Four electric vehicles purchased for the Prevention team, with four mild hybrids on order Review commenced of continued use of working from home, remote meetings etc. Promotion of the Cycle to Work scheme End of life vehicles and equipment donated to Fire Aid if unable to be sold 	Transportation	<ul style="list-style-type: none"> Investigate opportunities to increase the number of electric vehicle charging points at our buildings Investigate the user of alternative fuels for current vehicles Monitor developments in electric pumping appliances Look at ways to promote car sharing amongst staff Investigate ways to support staff moving to ULEVs Use existing telematic data to optimise driving behaviour
<ul style="list-style-type: none"> The Business and Systems Integration project replaced the use of paper with electronic methods for a number of key processes (e.g. payslips, expenses claims, invoicing) The Blue Light Hub utilises advanced rainwater harvesting to reduce water usage 	Waste Reduction	<ul style="list-style-type: none"> Look at ways to increase recycling Look at ways to reduce water consumption (e.g. use pressure washers to clean vehicles instead of fire hoses)
<ul style="list-style-type: none"> No specific action taken to date 	Supply Chain	<ul style="list-style-type: none"> Work with key suppliers to identify opportunities to reduce emissions from their products/services Incorporate sustainability requirements into new contracts

Other actions that have already been taken, or are scheduled to be taken are:

- Embed climate change and air quality considerations in policy and decision making. The cover paper for board and committee meetings has already been updated to ensure that the environmental impacts are considered when making decisions. This will help to ensure the alignment of policy, spending and functions with this Climate Action Plan
- Sustainable investments – we will investigate the potential to move some of our investments to dedicated sustainable investment products.

Monitoring

The Local Government Association (LGA) has teamed up with Local Partnerships to offer local authorities a free Greenhouse Gas Accounting Tool to help local authorities establish their baseline greenhouse gas emissions over a single reporting year.

The Authority will commit to completing this tool to record our emissions baseline, and report progress on work to reduce this on a regular basis. We will also consider what other information it may be useful to capture and report on.

Case Study – Green Action

The initiative began with conference call meetings between the sustainability representatives of the initial five participating FRs to shape the campaign. In the first instance calls identified precisely what would be asked of crews (better energy management on stations), how long the first phase of Green Action Energy Savers should run for (four months), what data should be collected (gas and electric meter readings) and how performance would be monitored (kWh consumption compared to the same sites use the previous year). The group also agreed a common approach to weather correction (using heating degree day analysis) and accounting for any other factors that that would skew the data, e.g. station refurbishments. Further to this both internal and external communication channels were utilised to publish results of the competition.

[Source: LGA Climate emergency - fire and rescue services (Report). 10 March 2020.

Communications and Training

Relevant staff are already aware of the need to consider the environmental impacts of all decisions that required board or committee approval.

Once the Climate Action Plan is approved, this will be communicated to all staff, and our communities, via current media channels.

As well as considering the environmental impact of significant decisions, we are also aware there are a number of day-to-day changes that can be made to reduce negative impacts on the environment. The action plan on page 5 includes actions to communicate with our staff and the wider community, as well as train our staff on how they can make a positive difference to the environment. This includes the potential to start a group like the Green Action initiative (see case study above).

Climate Action Plan Timeline

The table below looks at the future aims on page 3 and shows when and in what context action is scheduled to be taken:

Year	Action	Objective
2021-22	<ul style="list-style-type: none"> • Update Procurement Strategy • Update Fleet Strategy • Investigate the use of renewable energy in our buildings (current energy contract ends 31 March 2022) 	<ul style="list-style-type: none"> • Address the future aims in the Supply Chain area • Address the future aims in the Transportation area • Reduce CO2 emissions from current levels of energy usage
2022-23	<ul style="list-style-type: none"> • Complete the Carbon Accounting Tool • Review engagement and communications plan for climate change issues • Review potential use of sustainable investments 	<ul style="list-style-type: none"> • Baseline current emissions and highlight other areas for further improvement • Increase public awareness of climate change through existing media channels • Reduce the environmental impact of our investment portfolio
2023-24	<ul style="list-style-type: none"> • Update Property Strategy • Produce training for staff on climate change and the Climate Action Plan • Look at ways to further reduce waste 	<ul style="list-style-type: none"> • Review the energy efficiency of our buildings and include actions to improve this, a key element of the Buildings and Energy area • Look to establish a group like the Green Action initiative to encourage energy saving among our own staff • Address the future aims in the Waste Reduction area
2024-25	<ul style="list-style-type: none"> • Review of the Prevent, Protect, Respond area in readiness for the Public Safety Plan 2025+ 	<ul style="list-style-type: none"> • Investigate ways to improve targeting of individuals and business most at risk • Identify potential partners to support our work in relation to climate change

The timeframe above aligns the Climate Action Plan with the timeframe of our Public Safety Plan. Where possible, updates of existing strategies have been aligned with their current validity periods.

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Financial Strategy 2020-21 to 2024-25

First Annual Update



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives



Progress to date

against the implementation plan



Buckinghamshire
FIRE & RESCUE SERVICE
we save lives

First Year 2020-21

Progress against the implementation plan

Activities

- Continue to lobby for an increase in the Council Tax Referendum Limit and for other grants to become part of the Settlement Funding Assessment (slide 10)
- Value for Money (VFM) initial review by external provider (slides 5-6)
- Review estate footprint (slide 13)
- Review of Partnership arrangements
- Establishment of Portfolio Management Office (slide 17)
- Recruit Pensions Officer

Second Year 2021-22

Progress against the implementation plan

Activities

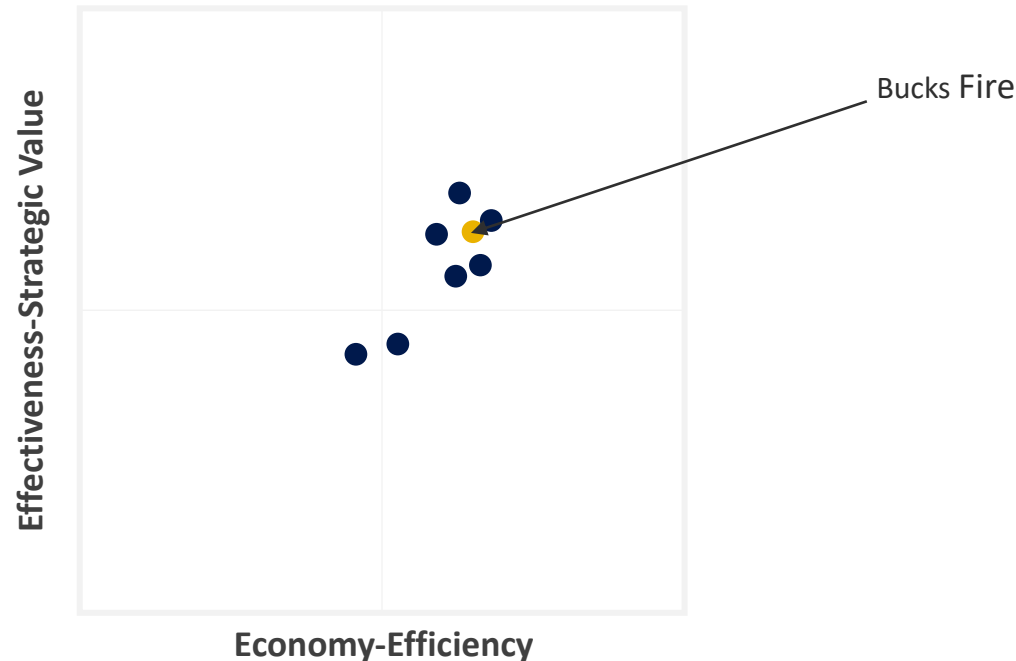
- Review of system requirements and processes and upgrade/replace system
- Review of budget monitoring and performance reporting arrangements (slide 7)
- Review skillset of non-Finance staff and elected Members

Value for Money Review

Key Findings

“Bucks FRS performs as strongly as any in terms of economy and efficiency”

“Bucks FRS also performs similarly to the better performing services in terms of outcomes”



Value for Money Review

Areas for improvement

Key Points

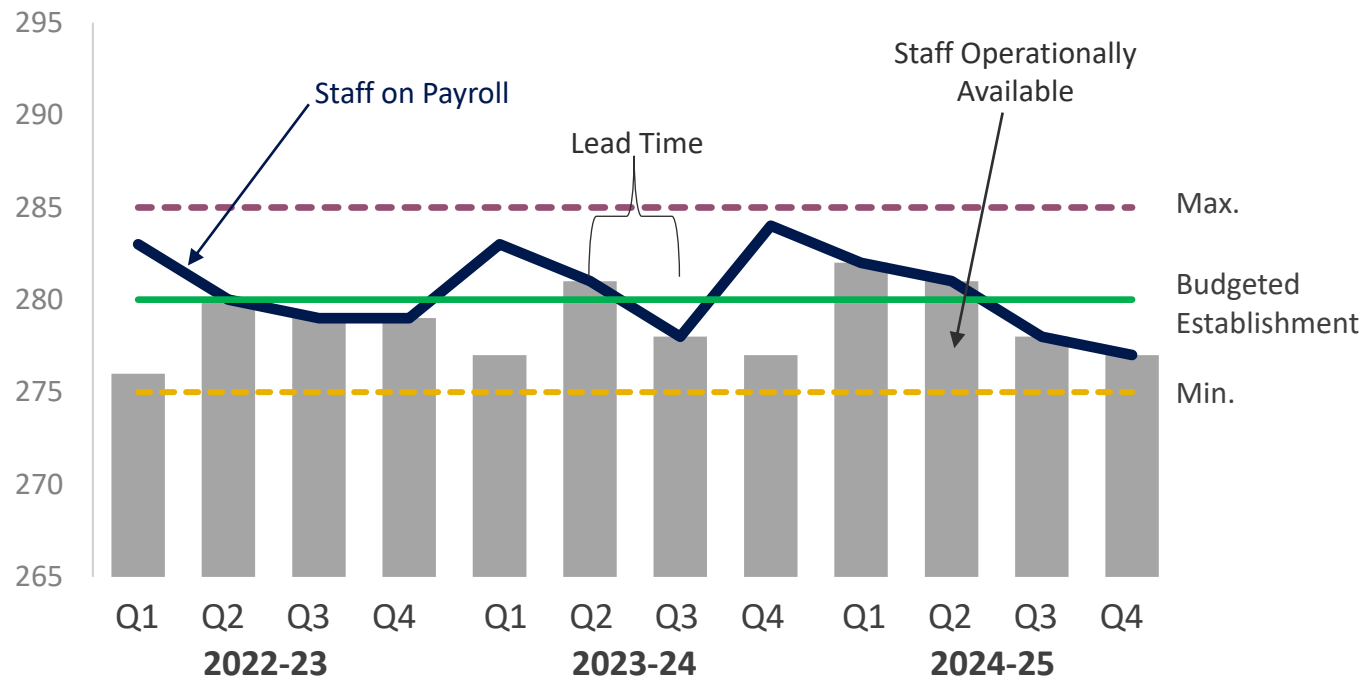
- **Performance Management Framework** – complete the work now commenced to affirm the core objectives of the service
- **Stakeholder Engagement** – prioritise the work now being planned and resourced to improve customer engagement
- **Staff Productivity**
 - better utilise staff to contribute to prevention and protection activities
 - deliver the leadership development and cultural change programmes necessary to help middle managers support change

Budget Monitoring

and Performance Reporting Arrangements

Wider review of our performance framework underway

Initial step will be to combine reports on workforce planning with our financial reporting (this chart is an illustrative example)





Progress to date

against the aims in the Strategy



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Our aims

Categorised into four areas



- Performance



- People



- Governance



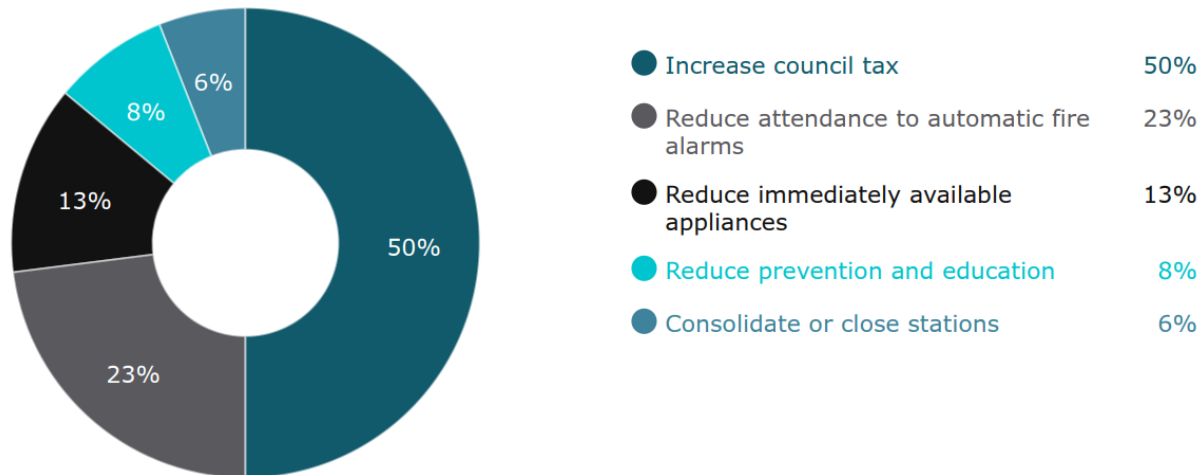
- External

Performance

Ability to increase Council Tax above the current limit of 2%

Key Points

- Budget 2021 – indicative limit remained 2%
- Engaged with the public – increasing council tax is their preferred option to address the financial challenge



Performance

Other grant funding to be brought within our core Settlement Funding Assessment (SFA)

Key Points

- Pensions funding to be included in SFA from 2022-23 (£1.2m per year)
- Firelink (Airwave) and New Dimensions (USAR) still outside of SFA
- Firelink funding to be discontinued in 2025-26
- Timing of upcoming USAR review still uncertain
- Investing in USAR training facility at Aylesbury to put ourselves in the best position possible for any review

Performance

Increase expenditure on frontline staff as a percentage of total expenditure

Key Points

- Not been able to do this yet as not had additional flexibility on Council Tax
- Where we would look to spend the money if we could increase Council Tax by £5
 - Firefighters (including Flexi-Firefighters)
 - Prevention and Protection staff
 - Improving availability of on-call stations

Performance

Further reduce overhead costs by reducing the size of the estate

Key Points

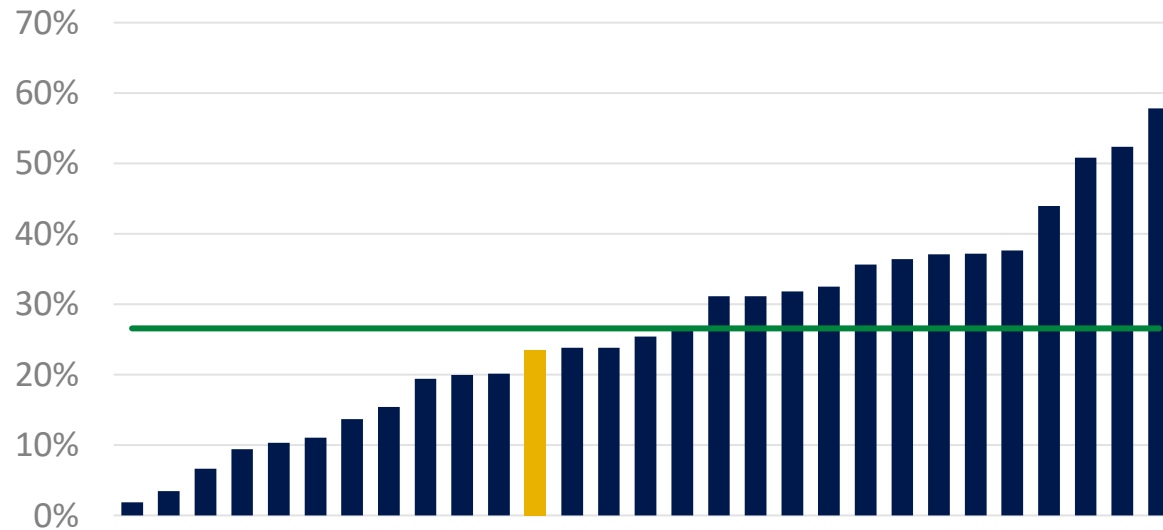
- Looking to realise benefits of increased working from home
- Longer-term project to exit Unit 7 but large amount of work to relocate stores and USAR
- Sharing our estate to share costs
- Successfully challenged rateable values on a number of our sites
- Environment and Climate Action Plan to help reduce energy usage

Performance

No additional borrowing and repay deals that mature

We have not yet had to increase borrowing, but if we cannot raise Council Tax by £5 one option is to consider future borrowing

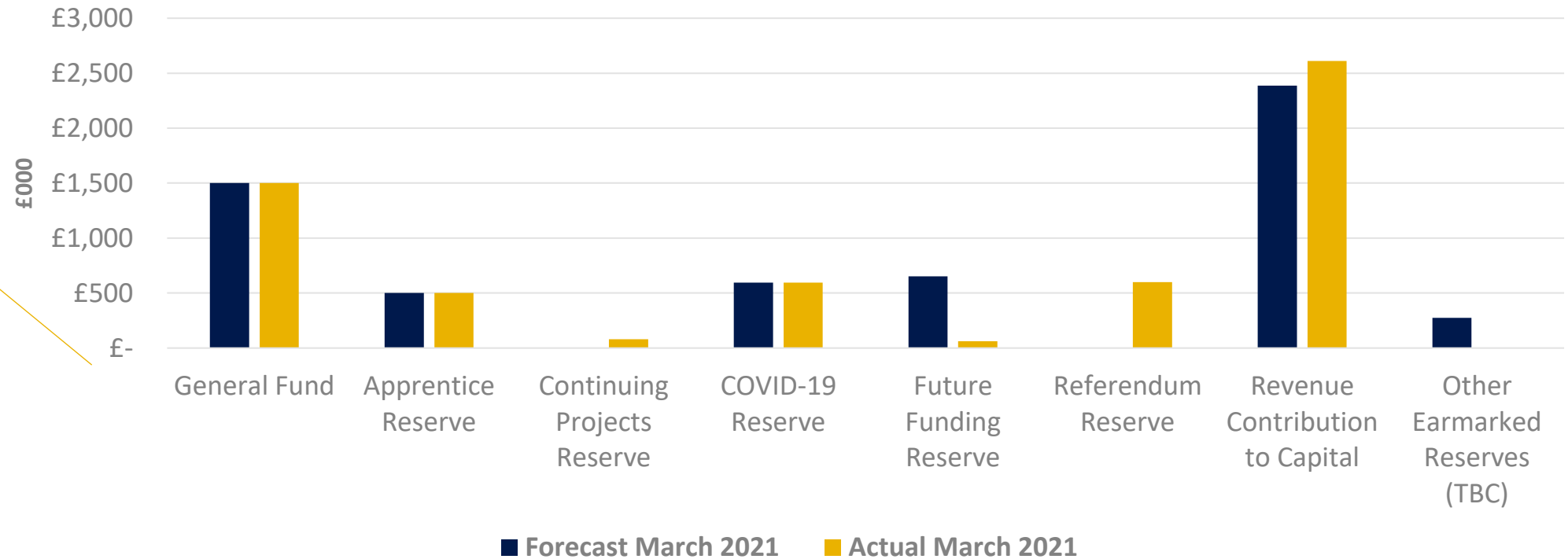
External Borrowing (PWLB) as a Percentage of Core Spending Power



Performance

Reserves maintained at current levels

Position at 31 March 2021 was close to the forecast within the Strategy:



People

Progress against the implementation plan

All aims

- Minor change to staff structure to incorporate dedicated pensions expertise
- No overall increase in the number of Finance, Procurement or Payroll staff
- Retain existing staff expertise, knowledge and skills as far as possible
- Continue to work closely with Lead Member
- The Chief Finance Officer remains a member of the Senior Management Team.

Governance

Portfolio Management Office supports Finance and the wider organisation to deliver transformational change

Key Points

- Prioritising what to focus on in conjunction with the work on the performance management framework



Governance

Progress against the implementation plan

Other aims

- Non-Finance staff and elected Members assessed as having a high level of financial expertise
- Systems and processes further optimised, especially with regards to the end-to-end processes for payments to staff
- Policies updated to reflect changes in legislation and best practice

External

Pensions remedy to be fully implemented

Key Points

- Legislation not due until October 2023
- Made decision to pay prospective cases in March 2021
- Adopted framework to make payment to retirees in November 2021
- All retrospective cases targeted to be remedied by April 2022
- Continue to process prospective cases (these will be ongoing until the last person with relevant service between 1 April 2015 and 31 March 2022 retires)
- Will need to revisit all cases when legislation introduced

External

Other aims

Key Points

- Finances able to respond to changes in user demand/profile
- Ensure external partners maintain the same high standards of conduct with regard to financial administration and corporate governance that apply throughout the Authority and that they contribute to the achievement of the Authority's objectives

External

HMICFRS to note improvements to efficiency in their report

Key Points

- Last report - HMICFRS said we don't have enough money because of the funding situation we find ourselves in
- Will not receive second report until later this month
- Since the cause for concern was raised our funding position hasn't improved significantly (except for additional certainty regarding continuation of pensions funding)

External

Influence within the NFCC and with Home Office secures a good funding settlement for the Service

Key Points

- Provisional Local Government Finance Settlement expected w/c 13 December 2021
- Headline increases of circa 3% per year for Local Government announced at Budget 2021
- Likely fire sector will be lower than this
- Expected three-year settlement will give some certainty to help us plan going forward



Summary of key points of First Annual Update



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Summary

of First Annual Update

Key Points

- Funding position has not improved significantly since HMICFRS raised their cause for concern
- Three-year Comprehensive Spending Review will give more certainty
- Council Tax referendum limits to be announced at Provisional Local Government Finance Settlement later this month
- The outcome of the Settlement will determine how many firefighters and appliances we can afford



Any questions?



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Buckinghamshire & Milton Keynes Fire Authority

Meeting and date: Fire Authority, 8 December 2021

Report title: Building Risk Review and Protection Update

Lead Member: Service Delivery, Protection and Collaboration

Report sponsor: Area Commander Calum Bell

Author and contact: Group Commander Phill Mould – pmould@bucksfire.gov.uk

Action: Noting.

Recommendations: It is recommended that Building Risk Review and Protection update be noted.

Executive summary:

The purpose of this paper, is to provide an update on the Building Risk Review (BRR) and Protection activity, following on from the Authority meeting of 16 June 2021 and as proposed at the Authority meeting of 17 February 2021.

BRR

The High Risk Residential Buildings (HRRB) Manager, supported by the North, Central and South Protection teams, has been engaging with all in scope buildings across Buckinghamshire & Milton Keynes to collect and validate the data set required to satisfy the BRR.

This data set is a base line, to provide the Home Office with an overview of all in scope buildings by 31 December 2021. Appendix 1 provides an overview of Buckinghamshire Fire & Rescue Service's (BFRS) current returns and trajectory for completion.

Prior to 31 December 2021, the Protection Policy Reform Unit (PPRU) will undertake Quality Assurance on Service returns, through a new automated Building Risk Review quality assurance process.

PROTECTION ACTIVITY

BFRS continues to deliver the Protection Uplift Programme, utilising the associated grant funding to deliver improvements in fire safety delivery, response staff knowledge and support wider business engagement.

Business Engagement

BFRS continue to employ a number of staff on a temporary basis, these staff are focussing on business engagement, targeting those premises types that are not deemed the highest risk and are unlikely to receive a physical visit through the Risk Based Inspection Programme (RBIP).

To support this work, a self-assessment form has been developed, which will be accessed through BFRS's external website. Targeted premises will be sent the link and responses will be reviewed, resulting in a percentage of those targeted receiving a physical visit. This approach not only enables BFRS to receive information from premises in relation to their fire safety management arrangements, but also share fire safety advice and guidance relevant to individual sectors.

An overview of web site and social media activity and interactions can be seen in Appendix 2.

Staff Training

Following a procurement process, a training delivery provider has been procured to deliver fire safety training to response staff. A two-day pilot is being delivered to twelve Flexi Duty Officers in October 2021, ready to roll out to the wider staff group over the following months. This training will broadly cover relevant legislation, the built environment and fire safety requirements.

Technology

Scoping work is underway, to identify how technology can assist in the delivery of fire safety activities. This includes lone working, body worn cameras, web site development, mobile devices and media content production.

Competency

The National Fire Chiefs Council (NFCC) Competency Framework for Fire Safety Regulators, revised, aims to assist Enforcing Authorities in demonstrating how they assure the competence of their fire safety staff and their commitment to invest in their people, thereby creating a more competent and professional service, increased consistency of regulation and greater reassurance of the professionalism of Fire Safety Regulators to business and members of the public alike. The framework is contained within Appendix 3.

BFRS aims to fully comply with the competency framework, which can take up to two years for a non-qualified staff member to achieve Level 4 Diploma status.

Aligning with the Competency Framework for Fire Safety Regulators, which recommends that all fire safety inspectors (FSI) working on higher risk premises (residential care, hospitals, buildings in scope of the Building Safety Bill, prisons and some specialised housing) should be third party validated.

In June 2021, the NFCC Protection and Business Safety Committee endorsed the Institution of Fire Engineers (IFE) as the preferred third-party validator for Fire and Rescue Service (FRS) FSIs.

Each service is required to nominate a coordinator and reviewer and will undertake validation on behalf of the IFE.

In year one, the costs associated with accreditation are £850 per person to cover the initial assessment and registration costs. In all subsequent years they will be £400 per person. In England, year one fees will be covered by Home Office grant funding which was paid to English FRSs in March 2021 specifically for this purpose. Additional grant funding has been ring fenced to support these costs moving forward.

Fire Standards

The Fire Standards Board has been set up to oversee the identification, organisation, development and maintenance of professional Standards for fire and rescue services in England. The Board recently announced the launch of the Protection Fire Standard. The Standard, which was developed in parallel with the Prevention Fire Standard, also comes with an Implementation Tool to help self-assess a service against the Fire Standard. A gap analysis is underway to identify where BFRS meets or needs to undertake further work to fully meet this and other standards released. The full Standard can be viewed at Appendix 4.

The Fire Safety Act 2021:

After a series of attempts to amend the Fire Safety Bill, the House of Lords passed the unamended version of the Fire Safety Bill on 28 April 2021.

On 29 April 2021 the Fire Safety Bill received Royal Assent and became the Fire Safety Act 2021 (the Act), this is being viewed as a key step to deliver the Government's commitment to implement the Grenfell Tower Phase One Report recommendations.

On 30 September 2021, Lord Greenhalgh wrote to all chief fire officers regarding the expectation of the Home Office and the responsibilities each FRS has to their communities about the lessons learnt and the improvements made following the Grenfell tragedy. This letter highlights that each FRS must transparently show the progress made in meeting the Phase One Inquiry's recommendations and that these recommendations affect all services. The letter can be seen at Appendix 5.

The Act clarifies that under the Regulatory Reform (Fire Safety) Order 2005 (the Order), owners and/or managers of multi-occupied residential buildings (two or more sets of domestic premises) the Responsible Person (RP) must manage and reduce the risk of fire for the structure and external walls of the building. This includes cladding, balconies and windows and the entrance doors to individual flats, that open on to common parts. These areas were previously covered by the Housing

Act 2004 and enforced by Local Authority, Private Sector Housing. The Act can be seen at Appendix 6.

The Home Office are providing a Building Prioritisation Tool, which will enable RPs to undertake an assessment of their building portfolios and target assessment works at the potentially highest risk premises. This is due largely to an anticipated shortage of qualified and competent fire risk assessors, with the requisite knowledge and experience to undertake assessments of External Wall Systems (EWS).

Building Safety Bill

Appendix 7 provides an update on the progress to date and continuing work around the Building Safety Bill.

Financial implications:

Monitoring and reporting of grant expenditure continues to be undertaken by the Protection Group Commander and authorised by the Director of Finance and Assets.

All grants received are deemed as one-off allocations.

The additional grant received to support Recognised Prior Learning (RPL) and third-party accreditation requirements will be ring fenced to support initial and ongoing accreditation costs (as detailed above).

Additional grant funding for 2021/ 22 has been made available to United Kingdom Fire and Rescue Services. BFRS has been allocated a total of £195,925.69.

Risk management:

Although a comprehensive programme of building inspections is routinely scheduled through the RBIP, the failure to ensure that the relevant authority/responsible person is adequately maintaining a high-rise residential building could compromise the safety of the residents should a fire occur, and firefighters when tackling a fire in one of the affected types of premises.

Failure to positively demonstrate the value added by the Section 31 Grant will see diminished confidence in the sector by the Minister of State for Fire and possibly affect the allocation of future funding grants.

Any new workloads introduced by these programmes should not negatively impact on the ongoing RBIP programme and fulfilment of statutory duties.

Any data captured through activities undertaken and shared through monitoring reports is commercial and reflected within the Protection team Records, Retention, and Disposal / Information Assets Register.

No personally identifiable information is shared externally.

All expenditure relating to these programmes is accurately recorded, monitored by the finance team and verified by the Director of Finance and Assets prior to the submitting of any reports.

Legal implications:

The Authority has responsibilities under the Fire and Rescue Services Act 2004 to promote fire safety and to give advice about how to prevent fires, how to restrict their spread and about means of escape. However, it is also the enforcing authority for dealing with breaches by any RP of fire safety requirements imposed by the Order.

The Order does not apply to most domestic premises, but it does apply to the ‘common parts’ of residential properties, such as high-rise residential buildings, where typically the RP will be the owner of the freehold or leasehold.

The proposed approaches and the use of the grant funding will support BFRS in fulfilling its fire safety and its enforcement roles

Under the Order it is the responsibility of the RP, not BFRS, to carry out an assessment of the risks from fire, to identify what general fire precautions are required for those particular premises, and to put in place appropriate fire safety arrangements.

Privacy and security implications:

There are no direct privacy or security implications identified as part of the Protection activities considered within in this paper.

Duty to collaborate:

Whilst there is no specific requirement to collaborate on these two Home Office Protection programmes, BFRS continue to work closely with the other Thames Valley FRs on a variety of protection activities.

There are regular meetings with Thames Valley Protection colleagues to discuss and progress opportunities of joint working and best practice.

Both of these Home Office Protection programmes are standing agenda items for the NFCC South East Protection and Business Safety Group. This group is currently exploring the feasibility of a South East Fire Engineering (Level 6/7) resource.

Health and safety implications:

Any general Health & Safety issues are considered as part of business-as-usual activities.

COVID-19 continues to be a factor in Protection activities, however, BFRS are currently operating as business as usual, cognisant of the virus.

The continued delivery of the activities above, will lead to a reduction of risk for residents in BFRS’s highest risk buildings and improvements in firefighter safety due to more compliant premises.

Environmental implications:

There are no direct environmental impacts identified as part of the Protection activities considered within in this paper.

Equality, diversity, and inclusion implications:

Inspections of in scope high rise residential buildings and subsequent improvements/compliance will impact positively on residents, making them safer in these buildings.

An increase in Protection activity and engagement will support life safety and assist businesses to comply with relevant legislation, supporting business continuity and the economy.

This increased engagement will assist in understanding different community needs and deliver accessible local services, building safer places.

BFRS’s diverse teams will feel better equipped to deliver high quality services, through greater training, development, and accreditation.

Consultation and communication:

Performance Monitoring Board (PMB) – 30 September 2021 –

Strategic Management Board (SMB) – 19 October 2021–

Background papers:

FA Cover Paper - Protection activity update, including Protection Policy Statement.

Appendix	Title	Protective Marking
1	BRR Update	
2	Social Media Safety Report Q2	
3	Competency Framework 2020	
4	Protection Fire Standards	
5	Lord Greenhalgh Letter	
6	Fire Safety Act 2021	
7	Building Safety Bill	



Building Risk Review Update

The Buckinghamshire Fire & Rescue Service (BFRS) High Risk Residential Building Team Manager (Competent Protection Manager) is leading on the delivery of the Home Office (HO) Building Risk Review (BRR) programme, the scope of which is to triage every high-rise residential building above 18m, by December 2021.

Any with identified combustible Aluminium Composite Material (ACM) cladding, which were previously captured for which a return has already been provided, do not need to be considered again.

Using the premises information provided by the HO (27) and BFRS's own data, 57 premises were initially identified as being in scope of the programme.

Through an information gathering process undertaken by BFRS Protection Teams, which involved remote data requests, collaboration with Buckinghamshire and Milton Keynes Councils and site visits, the number of in scope premises has been reduced from the initial 57 identified, due to a number not being $\geq 18\text{m}$. However, regardless of being just over or just under the 18m threshold, all high-rise premises continue to be engaged with as part of BFRS's Risk Based Inspection Programme (RBIP).

Progress and Outcomes

The below screenshots from the National Fire Chiefs Council (NFCC) Tymly reporting system, highlight progress against initial forecasted trajectory, percentage completed, and outcomes associated with those that have undergone the initial assessment.

Prior to 31 December 2021, the Protection Policy Reform Unit (PPRU) will undertake Quality Assurance on Service returns, through a new automated Building Risk Review quality assurance process.



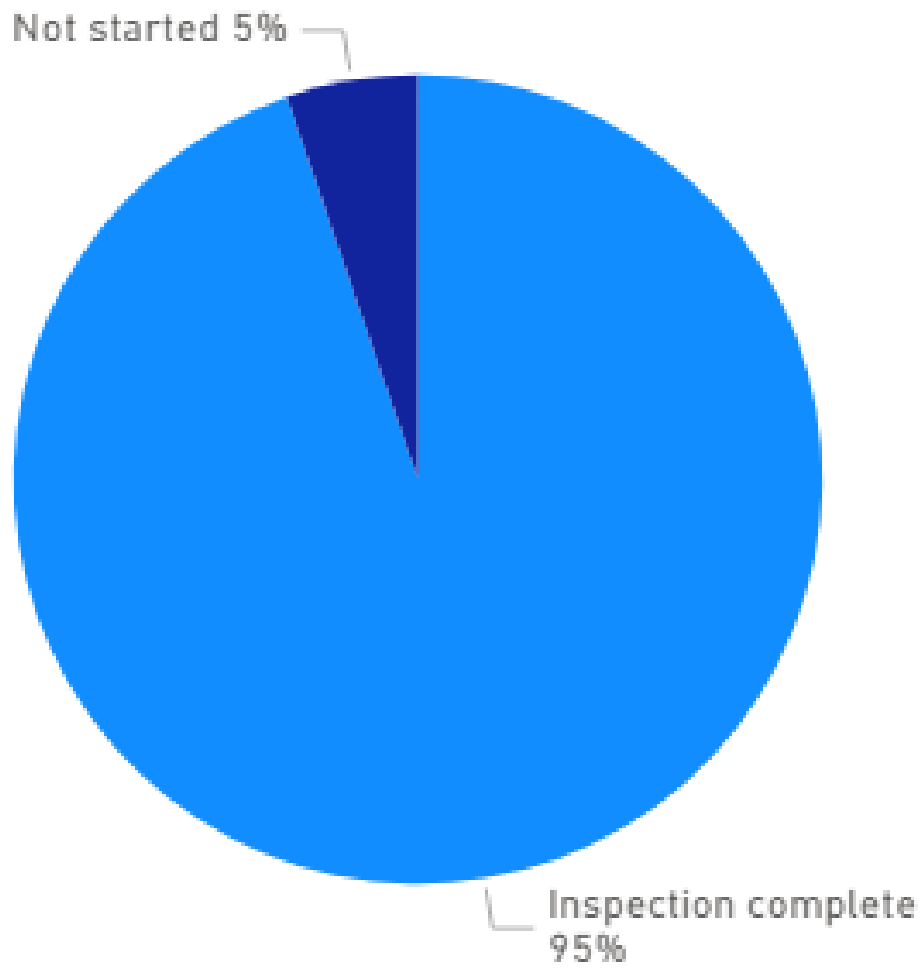
Data as of 27/09/2021

Total Completed Returns vs. monthly targets



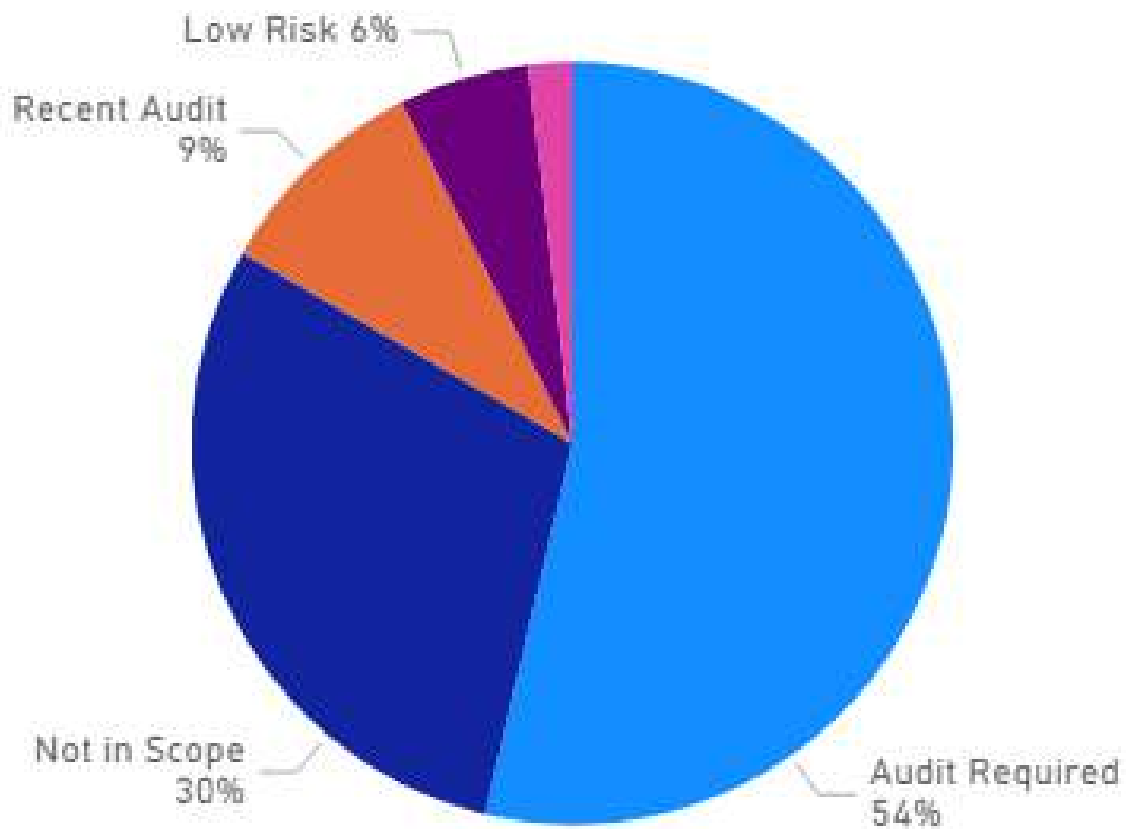


BRR Overview





Initial Assessment outcome





Social Media Safety Report

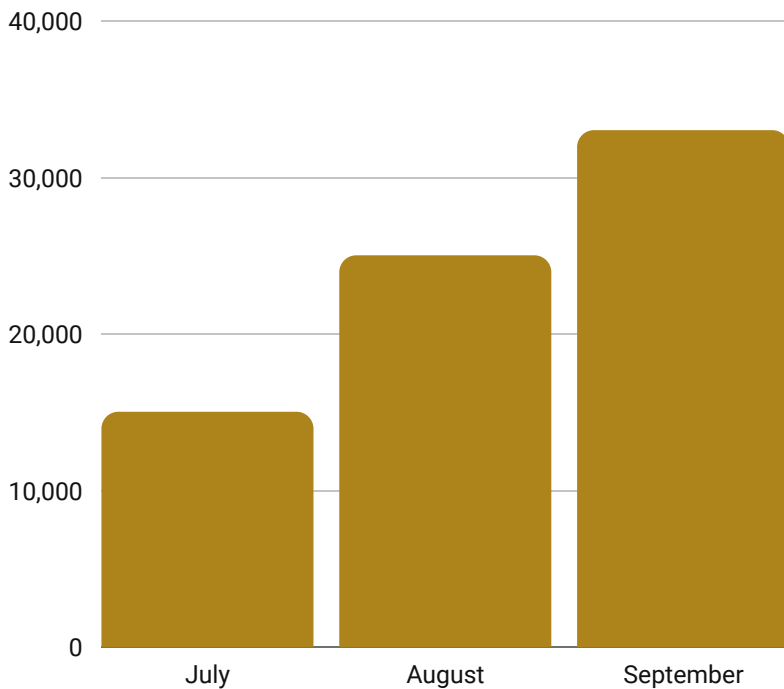
July - Sept 2021



Prepared By:
Communication & Marketing team

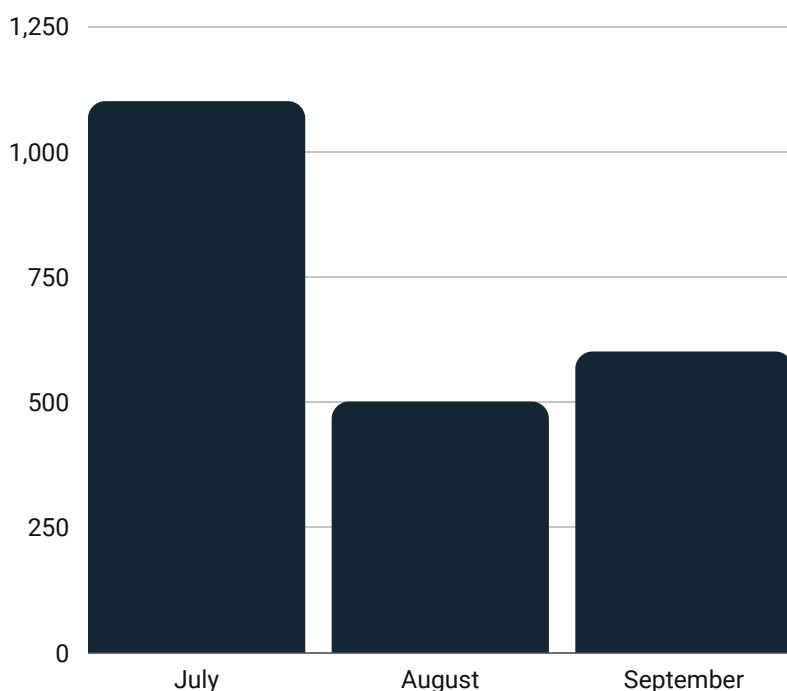
Impressions & Engagement

Safety related **impressions** across Facebook, Twitter & LinkedIn



Throughout July, August and September we have accumulated over **70,000 impressions** from posts related to fire safety messages.

Safety related **engagement** across Facebook, Twitter & LinkedIn



Throughout July, August and September we have had over **2000 interactions** with our safety message posts.

Our **audience engagement** is **highest** on **incident related posts** that include images. Directly linking a safety message to incidents will help improve our engagement.

Twitter & Facebook Top Posts



July

Bucks and MK Fire @Bucksfire

This picture from the files shows what can happen when a #barbecue goes wrong. Take extra care on hot days like today, and make sure the barbecue is properly out before leaving it

[https://bucksfire.gov.uk/documents/2020/03/fire-safety-outdoors.pdf/ ...](https://bucksfire.gov.uk/documents/2020/03/fire-safety-outdoors.pdf/)
<pic.twitter.com/E3Qf2cXFxb>

Impressions: 20,498 **Engagement:** 734

August

Bucks and MK Fire @Bucksfire

Will you hear your smoke alarm beep if you're asleep? Only if it's nearby!
Have at least one on every level of your home. #OnIsNotEnough

Do you have enough smoke alarms?

Fit smoke alarms on every level of your home to make sure smoke can reach them quickly in a fire. #FireKills

Impressions: 3021 **Engagement:** 39

Twitter & Facebook Top Posts continued



September

Bucks and MK Fire @Bucksfire

We are finishing off #firedoorsafetyweek with a great video on how you can keep yourself and property safe by using fire doors correctly. Check it out here

https://youtu.be/F8sY_h_IU4

#FDSW2021 #FireSafety #BFRS

#BucksFire pic.twitter.com/yY3WijjFOM

Impressions: 3312

Engagement: 79

Introducing LinkedIn

We have added **LinkedIn** to our social strategy. LinkedIn is a great place to connect with businesses. It's where people go to **ask business questions** and **share industry related content**.

In February 2021, LinkedIn had nearly **31 million users** in the United Kingdom (UK), of which 58% were **between 25 and 34 years old**.

TikTok 

From Oct we will be trialling TikTok as a platform to connect with younger audiences.

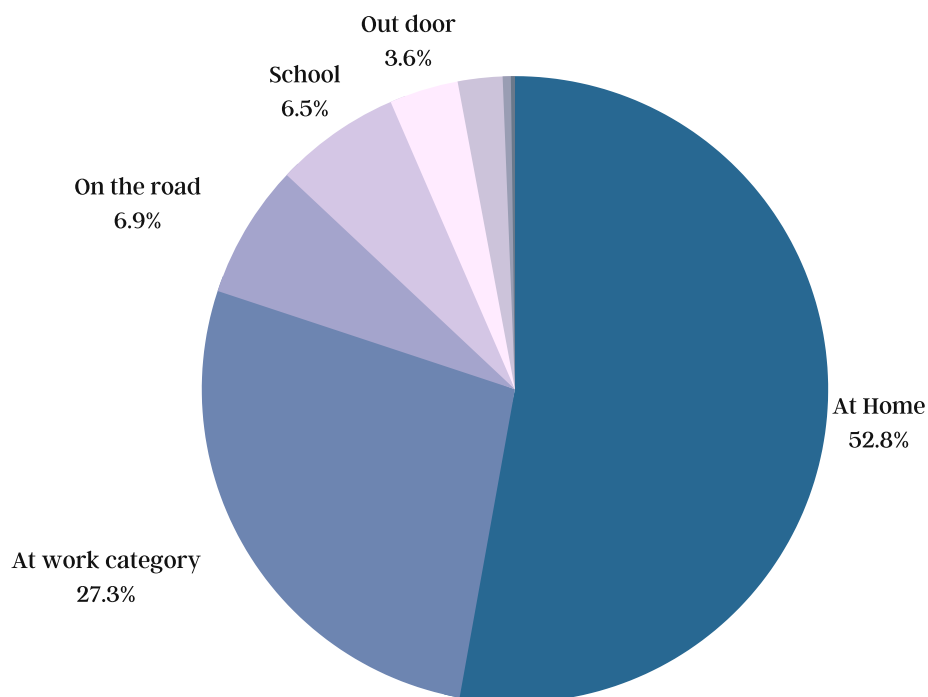


LinkedIn Stats Oct 1st to present

Website Visits

Our website received over **200k visits** during July 1st - Sept 30th

Throughout July, August and September we had around **800 visits** to our **Safety Advice Hub**. Our '**At Work**' category received **130 visits**.



Top Protection Pages

<https://bucksfire.gov.uk/safety-hub/commercial-kitchen-fire-safety/>

58 visits

<https://bucksfire.gov.uk/safety-hub/fire-risk-assessments/>

50 visits

<https://bucksfire.gov.uk/safety-hub/fireworks/>

38 visits

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Competency Framework for Fire Safety Regulators

Quality Review System	
Title	Competency Framework for Fire Safety Regulators
Reference Number	Version 1.0
Authorised by	Mark Hardingham (Chair of Protection and Business Safety Committee)
Publication date	
Address	National Fire Chiefs Council, West Midlands Fire and Rescue Service Headquarters, 99 Vauxhall Road, Birmingham, B7 4HW

Document Review Date
2 years from publication date (subject to new legislation impacting competency requirements)

Note: A printed document is no longer a controlled document

1. Acknowledgements

NFCC gratefully acknowledge the valuable contribution of members of the working group during the revision to the Competency Framework. These include:

County Durham & Darlington Fire & Rescue Service & Fire Officers Association	Chris Hockaday
Crown Premises Fire Safety Inspectorate	Jeremy Yates
Defence Fire Safety Regulators	Michael Locker
Devon & Somerset Fire & Rescue Service	Paul Bray
Greater Manchester Fire and Rescue Service	Jenni Seex
Greater Manchester Fire and Rescue Service	Adam Postlethwaite
Health and Safety Executive	Andrew Kingscott
Lancashire Fire & Rescue Service	George Preston
London Fire Brigade	Neil Guyett
Mid and West Wales Fire and Rescue Service	Lynsey Williams
National Fire Chiefs Council (CHAIR)	Adreena Parkin- Coates
National Fire Chiefs Council	Penny Pender
North Yorkshire Fire and Rescue Service	James Manning
North Yorkshire Fire and Rescue Service	Sam Crossley
Northern Ireland Fire and Rescue Service	Billy Boyd
Oxfordshire Fire & Rescue Service	Andrew Beal
Royal Berkshire Fire and Rescue Service	Tregear Thomas
Shropshire Fire & Rescue Service	Ian Leigh
South Wales Fire and Rescue Service	Richard Webb
South Wales Fire and Rescue Service	Michael Gray
West Midlands Fire Service	Darren Marshall
West Midlands Fire Service	Andrew Miller
Local Authority Building Control	Martin Taylor
Scottish Fire and Rescue Service	Chris Getty
Scottish Fire and Rescue Service	Garry Marshall
Surrey Fire and Rescue Service	Nigel Gray
Surrey Fire and Rescue Service	Dave Rice

NFCC also gratefully acknowledge the assistance of the Institution of Fire Engineers in the preparation of this Framework.

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3. Foreword

As Chair of the Protection and Business Safety Committee for the National Fire Chiefs Council I am pleased to introduce the revised Competency Framework for Fire Safety Regulators. As the professional voice of Fire and Rescue Services in the UK, NFCC aims to drive improvement and consistency in service delivery. NFCC also promotes high standards of professionalism within the fire sector. This document assists in delivering these key objectives.

The revised Competency Framework will help to support Enforcing Authorities in this time of change. Reforms are likely to include significant amendments to the regulatory framework following the Grenfell Tower tragedy in June 2017 and subsequent publication of the Independent Review of Building Regulations and Fire Safety - *Building a Safer Future*. This report stated that the regulatory system covering high rise and complex buildings was not fit for purpose and called for a more effective regulatory and accountability framework, a stronger and more effective sanctions and enforcement regime, clearer standards and guidance and a stronger voice for residents. The report concluded that addressing these measures would underpin the culture change required to increase responsibility for building safety. Government supported these proposals and published its Implementation Plan in December 2018. Fire Safety Regulators will have a key part to play in this new regulatory landscape.

The revised Competency Framework will assist Enforcing Authorities in demonstrating how they assure the competence of their fire safety staff and their commitment to invest in their people, thereby creating a more competent and professional service, increased consistency of regulation and greater reassurance of the professionalism of Fire Safety Regulators to business and members of the public alike.

4. Introduction

- 4.1 The delivery of effective regulation depends on the competency of the professionals who undertake the work. Common regulatory competence standards, underpinned by a robust development process are essential to developing competency contributing to effective regulation.
- 4.2 The Competency Framework for Business Fire Safety Regulators was first published in 2013. It was produced to provide a common approach to achieving and maintaining the competency of Fire Safety Regulators. It provided an opportunity for Enforcing Authorities to demonstrate a commitment to achieving a professional, competent workforce to provide a more consistent standard of regulation. This was to support business by providing quality regulation and advice and reassurance that fire safety regulators were suitably qualified and competent to undertake their role.
- 4.3 Following the Grenfell Tower tragedy on 14th June 2017, Dame Judith Hackitt carried out an Independent Review of Building Regulations and Fire Safety.¹ The independent review highlighted that the regulatory system for high-rise and complex buildings was not fit for purpose and made 53 recommendations to drive culture change and the right behaviours within the construction and fire sector. Dame Judith highlighted competency as a corner stone to this change. In December 2018 the Government published its plan for implementing Dame Judith's recommendations. All 53 recommendations including those on competency were adopted by Government.
- 4.4 It is against this backdrop and that the original Competency Framework required review that the document has been revised. It takes into consideration Dame Judith's comments on competency and includes benchmark standards for Fire Safety Regulators regulating Higher Risk Residential Buildings (HRRBs) under the proposed legislative framework.
- 4.5 Within the revised Framework HRRBs have been included within the broader definition of Higher Risk Premises. This provides a sector view on what premises currently constitute high risk. This should be supplemented by the utilisation of the risk/complexity model to ascertain the level of competence required by Fire Safety Regulators to undertake work in these premises.
- 4.6 Comment was also made by Dame Judith on Fire Safety Regulator resources stating *'Fire and rescue services should ensure that they have sufficient capacity through suitably qualified Fire Safety Officers to effectively implement*

¹ *Building a Safer Future - Independent Review of Building Regulations and Fire Safety*, May 2018

Integrated Risk Management Plans, Risk Based Inspection Programmes and discharge their statutory fire safety duties'²

- 4.7 Fire Safety Regulators should take into consideration the fire safety regulation statutory requirements for their unique built environment and ensure that sufficient competent Fire Safety Regulators are available to meet programmed and reactive demand currently and in the future. This is also an issue which has been highlighted by Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) during their recent inspections of Fire and Rescue Services.

5. Key Changes to the Framework

- All Fire Safety Regulators who are responsible for the regulation of higher risk premises (HRPs) to be independently assessed by and registered with a professional body.
- Competence of Fire Safety Engineers and Fire Engineering Design Technicians is addressed.
- Enforcing Authorities to ensure that there are sufficient competent Fire Safety Regulators available outside of core hours to undertake enforcement activities.
- All Fire Safety Regulators to have access to the services of a competent Fire Safety Engineer where necessary.
- All Fire Safety Regulators who undertook training prior to the original Competency Framework being published in 2013 to undergo recognised prior learning assessment to ensure equivalence with current competency standards.
- All Fire Safety Regulators to adhere to a specified code of ethics which are encapsulated in the behaviours required to demonstrate competency.
- All Enforcing Authority managers responsible for the development of Fire Safety Regulators, quality assurance and oversight of technical fire safety work should be fire safety competent.

6. Adoption of the Framework

- 6.1 The Competency Framework for Fire Safety Regulators (Competency Framework) will be submitted to the Fire Standards Board to be adopted as a Fire Standard for all FRS in England in due course. Once adopted as a Fire Standard HMICFRS will measure FRS in England against this Competency Framework for competency of their Fire Safety Regulators.

² page 137, Appendix E, *Building a Safer Future - Independent Review of Building Regulations and Fire Safety*, May 2018

- 6.2 The Competency Framework may also be adopted by Enforcing Authorities in the devolved administrations, the Crown Premises Fire Safety Inspectorate and Defence Fire Safety Regulators as a matter of best practice.
- 6.3 It is acknowledged that the Competency Framework recommendations may take time for Enforcing Authorities to implement. Enforcing Authorities should (as a priority) determine and record their adoption of the framework and develop an implementation plan.

7. Scope of the Framework

- 7.1 This Competency Framework has been developed for fire and rescue services in England. It provides a framework for the development, maintenance and demonstration of competence of staff who regulate fire safety standards in all premises to which the Regulatory Reform (Fire Safety) Order 2005 (FSO) applies, including Higher Risk Residential Buildings (HRRBs). The Competency Framework will however, be equally applicable in the devolved administrations as appropriate.
- 7.2 This Framework may also be applicable to other organisations that employ Fire Safety Regulators.

8. Objectives of the Framework

- 8.1 The objective of this document is to provide a clear framework for Enforcing Authorities to follow to achieve, maintain and demonstrate appropriate standards of competency within their workforce. This will ensure that they can effectively implement Integrated Risk Management Plans (IRMP), Risk Based Inspection Programmes (RBIP) and discharge their statutory fire safety enforcement duties in relation to:
- (i) inspection and audit;
 - (ii) statutory consultations;
 - (iii) undertaking enforcement action as appropriate; and
 - (iv) carrying out activities associated with Higher Risk Premises (HRRBs) including HRRBs.

This document also provides a Competency Framework for non-fire safety specialist staff undertaking fire safety checks.

9. Benefits of the Framework

9.1 For the individual:

- Enables individuals and their line managers to identify gaps in knowledge, skills and behaviours. Learning and development needs for current and future roles can therefore be prioritised.
- Assists in meeting the individual's key objectives by providing supporting evidence of how the individual performed.
- Provides greater opportunities to improve professional and personal standing.
- Supports the selection of people with the right skills and behaviours for the role.
- Improved professional and career development planning.
- Makes a significant contribution to continuous personal improvement.
- Ensures that Fire Safety Regulators have the skills, knowledge, understanding and other attributes necessary to be competent.

9.2 For the organisation:

- Promotes quality and consistency in fire safety regulation practices throughout England.
- Reduces organisational risk to Enforcing Authorities by ensuring the most up to date advice and information is given to business to enable them to meet their statutory duties.
- Allows Enforcing Authorities to achieve, maintain and demonstrate appropriate standards of competency within their workforce to support organisational and individual effectiveness and performance.
- The Enforcing Authority can understand the competency of their staff, can deploy them effectively and can succession plan for workloads defined in their IRMPs.
- Helps to better plan responses to changing and emerging environmental needs and to improve workforce alignment around them.
- Presents a common format, which is simple to understand and provides a consistent language across organisations.
- Provides the basis for measurable and standardised people management processes which enhances the employee experience.
- Provides a foundation for developing staff with responsibilities for fire safety regulation.
- Promotes effective compliance with fire safety legislation within the built environment.

9.3 For Business:

- Promotes quality and consistency in regulatory fire safety practices
- Provides assurance that regulators are competent to perform their role.
- Supports businesses to thrive and grow through surety on appropriate compliance standards.

10. Definitions

Audit

The collection and assessment of independent information on the efficiency, effectiveness and reliability of fire safety critical features and fire safety management, maintenance and monitoring arrangements in premises and determining what corrective action is necessary.

Ordinarily information would be gathered and recorded in accordance with nationally recognised guidance.

Competence

The combination of training, skills, experience, knowledge and behaviours that a person has and their ability to apply them to perform a task safely and effectively.

Competencies

The attributes of an individual, applied personally or collectively as part of a team.

Continuous Professional Development (CPD)

Continuous professional development is the intentional maintenance and development of the knowledge and skills needed to perform in a professional context. It includes the process of tracking and documenting the skills, knowledge and experience that a Fire Safety Regulator gains both formally and informally as they work, beyond any initial training. It is a record of what is experienced, learned and then applied.

Enforcing Authority

Enforcing Authority includes fire and rescue services and/or authorities, the Crown Premises Fire Safety Inspectorate, Defence Fire Safety Regulators and any other organisation that employs Fire Safety Regulators.

Fire Safety Engineer

A fire safety engineer can review all building control consultations including fire engineering submissions and provide guidance to Fire Safety Regulators on fire engineered buildings. They should however, be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).

Fire Engineering

Fire Engineering is the application of scientific and engineering principles, rules [codes], and expert judgment, based on an understanding of the phenomena and effects of fire and of the reaction and behaviour of people to fire, to protect people, property and the environment from the destructive effects of fire.

Fire Engineering Design Technician

A Technician can review building control consultations including complex premises submissions and provide guidance to Fire Safety Regulators for complex premises.

They may audit buildings based upon fire engineering principles however, should be cognisant of the scope of their competency (see section 12) and request appropriate assistance where necessary.

Fire Safety Advisor

A Fire Safety Advisor can undertake audits in simple premises, offer advice and educate those responsible for fire safety in regulated premises. They are not qualified to take formal enforcement action for a breach of fire safety legislation. Only persons authorised in writing should undertake fire safety audits. They should be cognisant of the scope of their competency (see section 12) and request appropriate assistance where necessary.

Fire Safety Checks

Undertaken by suitably trained authorised personnel including operational station based staff, advocates and support staff in simple premises where the more technical aspects of fire safety standards will not apply. Fire safety checks may include an evaluation of means of escape, means of giving warning and control of ignition sources and fuel loads in simple premises. Whilst a fire safety check may include checking whether a fire risk assessment has been undertaken, it should not include commenting on the content of any assessment. Details of the risk assessment should be passed to a Fire Safety Regulator for further consideration where appropriate. They should be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).

Fire Safety Competent Manager

Managers who have achieved competency in fire safety at an appropriate level to oversee the development of Fire Safety Regulators and quality assurance and oversight of technical fire safety work.

Fire Safety Inspector

An Inspector can complete audits of all regulated premises including complex premises and HRRBs. They may audit buildings based upon fire engineering principles however, should be cognisant of the scope of their competency (see section 12) and request appropriate assistance where necessary. Inspectors can investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions. They can respond to submissions from building control bodies and advise on fire safety issues, where appropriate, relating to the construction, demolition and/or refurbishment of regulated premises. They are qualified to take formal enforcement action for a breach of fire safety legislation. Only persons authorised in writing should undertake fire safety audits.

Fire Safety Regulator

A competent person who is authorised in writing by an Enforcing Authority or by the Secretary of State to regulate premises under the applicable fire safety legislation for those premises.

Fire Standards Board

Independent Board supported by the National Fire Chiefs Council to create professional standards for fire and rescue services in England and ensure they are nationally coordinated across the sector.

Higher Risk Premises (HRPs)

Includes:

- Premises defined in legislation as Higher Risk/High Rise Residential Buildings
- Care homes of any height
- Hospitals of any height
- Prisons of any height
- Specialised housing of any height. (It is noted that specialised housing spans a broad range of risk and complexity therefore Enforcing Authorities should make reference to the risk / complexity model in appendix 8 to determine the level of competency required by Fire Safety Regulators to undertake audits in the different types of specialised housing.

Higher Risk/High Rise Residential Buildings (HRRBs)

Premises defined in legislation as Higher Risk/High Rise Residential Buildings

Initial Professional Development (IPD)

Initial Professional Development is the intentional workplace development of the knowledge and understanding, development of skills and competence, and the commencement of the application of professional judgement needed to perform in a professional context. It includes the process of tracking and documenting the skills, knowledge and experience that a trainee Fire Safety Regulator gains both formally and informally as they develop competency. All relevant IPD which is experienced, learned and then applied should be recorded which will assist in demonstrating competence at professional review.

National Occupational Standards

National Occupational Standards are statements of the standards of performance individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding.

Non-Statutory Action

Includes the issuing of advice and information, notification of deficiencies / notification of fire safety matters or action plans.

Premises Types

Simple Premises

Small premises with a simple layout such as small shops, offices or industrial units with non-complex means of escape and simultaneous evacuation conforming to a recognised code of practice e.g. Approved Document B or the guidance contained in the documents published by the relevant Government departments to support legislative requirements.

NOTE: Simple premises may range from low to high risk dependent upon the use, management and maintenance of the premises. Appropriately qualified staff should be deployed accordingly.

Complex Premises

Complex premises are generally those designed and built using more complex design guidance such as BS 9999: 'Fire safety in the design, management and use of buildings – Code of practice'. This allows a more transparent and flexible approach to fire safety design through use of a structured approach to risk-based design where designers can take account of varying physical and human factors.

NOTE: Complex premises may range from low to high risk dependent upon the use, management and maintenance of the premises. Appropriately competent staff should be deployed accordingly.

Fire Engineered Premises

Premises utilising fire safety engineering principles in whole or part. Some fire engineered premises may be large and complex or contain different uses.

NOTE: Fire engineered premises may be high risk due to fire engineered solutions where an understanding, management and maintenance of the fire safety systems is essential to the safety of the premises. Appropriately competent staff should be deployed accordingly.

Specialist / Other Premises

Premises with unique characteristics and fire safety challenges including hospitals, heritage, transport infrastructure, prisons, sports stadia, chemical plants, temporary structures, festival sites and premises where explosives or petroleum are stored. These premises may also include fire engineered solutions.

Appendix 8 should be referred to for further guidance on determining premises types using the risk / complexity model and the level of competency required by the Fire Safety Regulator.

Professional Body

A Professional Body is an organisation with individual members practicing a profession or occupation in which the organisation maintains an oversight of the knowledge, skills, conduct and practice of that profession or occupation. For example, The Institution of Fire Engineers is a professional body.

Recognised Prior Learning

Recognition of prior learning (RPL) is the process of recognising previous formal, informal or experiential learning so that the learner avoids having to repeat learning/assessment within a new qualification. RPL is a broad concept and covers a

range of possible approaches and outcomes to the recognition of prior learning (including credit transfer where an awarding organisation has decided to attribute credit to a qualification).³

Senior Fire Safety Engineer

A senior fire safety engineer peer reviews the work of fire safety engineer’s responses to all building control consultations including fire engineering submissions and guidance given to Fire Safety Regulators on fire engineered buildings. This provides quality assurance of the work undertaken by Fire Safety Engineers.

Statutory Enforcement Action

Includes the issuing of a statutory letter or notice including alteration, enforcement or prohibition notice or a caution under the Regulatory Reform (Fire Safety) Order 2005.

United Kingdom Accreditation Service (UKAS)

UKAS assesses organisations that provide assessment services including certification, testing and inspection against internationally agreed standards. It accredits the organisation when that organisation demonstrates the competence, impartiality and performance capability of an assessing organisation required by the relevant international standard.

11. Roles & Requirements for Fire Safety Regulators

11.1 There are a number of roles which are encapsulated within the definition of Fire Safety Regulator. Development of individuals in some roles can be discrete functions whilst others are reliant upon the progressive development of an individual to achieve competency. The requirements for main roles are outlined below.

Table 1 - Non Fire Safety Specialist Personnel	
Many Enforcing Authorities utilise non fire safety specialist personnel (e.g. operational crews or advocates) to undertake basic fire safety checks of low risk simple premises.	
Role	Non fire safety specialist personnel, after being given

³ After the QCF: A New Qualifications Framework, Ofqual 2015
<https://www.gov.uk/government/consultations/after-the-qcf-a-new-qualifications-framework>

	appropriate training, may undertake fire safety checks.
Entry Requirements	None
Knowledge for Competency (minimum)	It is anticipated that appropriate in house training will be provided to ensure competency for staff undertaking fire safety checks. Note: Where non fire safety specialist staff undertake fire safety audits the competency standards required for Fire Safety Advisors are appropriate.
Skills for Competency	As prescribed by the Enforcing Authority
Behaviours for Competency	As described in table 9
IPD/CPD	As prescribed by the Enforcing Authority

Table 2 – Fire Safety Advisor	
A Fire Safety Advisor is an individual who: <ul style="list-style-type: none"> • has been developed in line with the recommendations of this Framework or • has successfully completed the Business Fire Safety Advisor apprenticeship standard and end point assessment. 	
Role	A Fire Safety Advisor can offer advice and educate those responsible for fire safety in low risk simple premises. An Advisor can undertake audits of simple low risk premises but they are not qualified to take formal enforcement action for a breach of fire safety legislation.
Entry Requirements:	None unless specified in the apprenticeship standard or course entry criteria.
Knowledge for Competency (minimum)	Level 3 Certificate in Fire Safety (or equivalent)
Skills for Competency	As defined in table 8, NOS or apprenticeship standard
Behaviours for Competency	As defined in table 9 or apprenticeship standard
IPD/CPD	As defined in paragraphs 17.18-17.23
Membership with the IFE / a professional body	Fire Safety Advisors can demonstrate their professional attitude and commitment to competency through membership with a professional body.
Continuing Progression	Enforcing Authorities may choose to develop their Fire Safety Advisors to include the Level 4 Certificate in Fire Safety. (See also paragraph 11.2)

Table 3 - Fire Safety Inspector

<p>An Inspector is an individual who:</p> <ul style="list-style-type: none">• has been developed in line with the recommendations of this Framework or• has successfully completed the Fire Safety Inspector apprenticeship and end point assessment.	
<p>Role</p>	<p>A Fire Safety Inspector can complete audits of all regulated premises including complex and high risk premises. They may audit buildings based upon fire engineering principles however, should be cognisant of the scope of their competency and request appropriate assistance where necessary (see section 12). Inspectors can investigate and report on breaches of fire safety legislation for the commencement of legal prosecutions. They can report on submissions from building control bodies and advise on fire safety issues relating to the construction, demolition and/or refurbishment of regulated premises. They are qualified to take formal enforcement action for a breach of fire safety legislation</p>
<p>Entry Requirements:</p>	<p>Has achieved competency as a Fire Safety Advisor or as stated in the appropriate apprenticeship standard or course entry criteria.</p>
<p>Knowledge for Competency (minimum)</p>	<p>Level 4 Diploma in Fire Safety (or equivalent)</p>
<p>Skills for Competency</p>	<p>As defined in table 8, NOS or apprenticeship standard</p>
<p>Behaviours for Competency</p>	<p>As defined in table 9 or apprenticeship standard</p>
<p>IPD/CPD</p>	<p>As described in paragraphs 17.18-17.23</p>
<p>Registration with the IFE/ a professional body</p>	<p>All Fire Safety Inspectors who undertake work on HRPs must (as a minimum) be independently assessed by and registered with a professional body (see paragraph 17.25-17.27 and 20.7 – 20.13) It is recommended that all Fire Safety Inspectors are independently assessed by and registered with a professional body</p>

Table 4 - Fire Safety Competent Manager

<p>A Fire Safety Competent Manager is an individual who:</p> <ul style="list-style-type: none">• has been developed in line with the recommendations of this Framework as a Fire Safety Inspector or
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<ul style="list-style-type: none"> has successfully completed the Business Fire Safety Auditor apprenticeship and end point assessment. 	
Role	A Fire Safety Competent Manager is responsible for the oversight of the development of Fire Safety Regulators, quality assurance and vetting of technical fire safety work.
Entry Requirements:	Has achieved competency as a Fire Safety Inspector
Knowledge for Competency (minimum)	Level 4 Diploma in Fire Safety (or equivalent)
Skills for Competency	As defined in table 8, NOS or apprenticeship standard
Behaviours for Competency	As defined in table 9 or apprenticeship standard
IPD/CPD	As described in paragraphs 17.18-17.23
Registration with the IFE/ a professional body	All Fire Safety Competent Managers who undertake work on HRPs must (as a minimum) be independently assessed by and registered with a professional body (paragraph 17.25-17.27 and 20.7 – 20.13)

Table 5 - Fire Engineering Design Technician	
A Technician is an individual who: <ul style="list-style-type: none"> has been developed in line with the recommendations of this Framework 	
Role	A Technician can review building control consultations and provide guidance to Fire Safety Regulators for simple and complex premises. They should however, be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).
Entry Requirements:	A Level 4 Diploma in Fire Safety (or equivalent)
Knowledge for Competency (minimum)	Level 5 Diploma in Fire Engineering Design (or equivalent)
Skills for Competency	As defined in table 8 and NOS
Behaviours for Competency	As defined in table 9
IPD/CPD	As described in paragraph 17.18-17.23

Registration with the Engineering Council	All Technicians who undertake work on HRPs to be (as a minimum) registered as an Engineering Technician with the Engineering Council through a professional body (paragraphs 17.28-17.30)
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Table 6 - Fire Safety Engineer	
A Fire Safety Engineer is an individual who: <ul style="list-style-type: none"> • has been developed in line with the recommendations of this Framework or • has successfully completed the Fire Safety Engineer apprenticeship and end point assessment. 	
Role	A Fire Safety Engineer can review building control consultations for simple, complex and fire engineered design submissions and provide guidance to Fire Safety Regulators for simple, complex and fire engineered premises. They should however, be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).
Entry Requirements:	As prescribed in an appropriate apprenticeship standard or fire safety engineering degree course entry criteria
Knowledge for Competency (minimum)	Level 6 degree in fire safety engineering (or equivalent)
Skills for Competency	As defined in relevant apprenticeship standard or Engineering Council UK spec
Behaviours for Competency	As defined in table 9 or apprenticeship standard or Engineering Council UK spec as appropriate
IPD/CPD	As defined in paragraphs 17.18-17.23 or as prescribed by the professional body
Registration with the Engineering Council	Fire Safety Engineers who undertake work on HRPs should have successfully completed a degree in fire safety engineering (as a minimum) and the appropriate development log book. They should also be actively working towards becoming an Incorporated or Chartered Engineer with the Engineering Council (paragraphs 17.31 -17.34) As a matter of best practice all Fire Safety Engineers should be actively working towards becoming a Chartered Engineer with the Engineering Council

Table 7 – Senior Fire Safety Engineer	
A Senior Fire Safety Engineer is an individual who: <ul style="list-style-type: none"> • has been developed in line with the recommendations of this Framework 	

Role	A Senior Fire Safety Engineer can peer review Fire Safety Engineers responses to all building control consultations including fire engineered submissions and guidance given to Fire Safety Regulators on fire engineered buildings. They should be cognisant of the limits of their competency and request appropriate assistance where necessary (see section 12).
Entry Requirements:	As prescribed in MSc / MEng fire safety engineering course entry criteria
Knowledge for Competency (minimum)	Level 7 MSc / MEng in fire safety engineering (or equivalent)
Skills for Competency	As defined in Engineering Council UK spec.
Behaviours for Competency	As defined in table 9 or Engineering Council UK spec as appropriate
IPD/CPD	As defined in paragraphs 17.18-17.23 or as prescribed by the nationally recognised professional body
Registration with the Engineering Council	All Senior Fire Safety Engineers should be a Chartered Engineer with the Engineering Council (paragraphs 17.31 -17.35)

Variations to Roles and Responsibilities

11.2 It is acknowledged that some Enforcing Authorities may need to deploy staff to undertake functions outside the defined roles outlined above. Where this is the case the Enforcing Authority should ensure that appropriate training has been provided and competency assured in these areas prior to deployment.

Specialist Roles

11.3 Fire Safety Regulators will require additional training to be competent to regulate certain specialist premises due to their unique characteristics and fire safety challenges. This additional training should be in addition to that required to achieve competency as a Fire Safety Inspector and would count towards CPD requirements for competent regulators.

11.4 In addition, all Fire Safety Regulators should have access to the specialist services of a competent Fire Safety Engineer to enable appropriate advice and support to be given where necessary. Fire engineering services may be required to review fire engineering design submissions, safety cases of HRRBs or provide assistance to Fire Safety Regulators during the audit of fire engineered premises. Competent Fire Safety Engineers can be directly employed by the Enforcing Authority or contractual agreements for fire engineering services from a public or private sector third party could be

utilised. Conflicts of interest must be given due consideration where a private sector third party is employed.

12. Limits of Competency

- 12.1 For all roles specified above, the Fire Safety Regulator is to ensure that they are aware of, and work within, the range of their personal competency requesting support and advice from more qualified colleagues with the requisite competencies and experience for the task concerned. This should also be addressed through identification of personal training needs in conjunction with line managers and remedial actions taken where necessary.
- 12.2 Where a Fire Safety Regulator considers that they are being requested to work outside the scope of their competency they should follow the internal procedures of their organisation to address this.
- 12.3 It is also the responsibility of Enforcing Authorities to support Fire Safety Regulators to work within the limits of their competency.

13. Conflicts of Interest

13.1 Trading Arms

Careful consideration needs to be given to a Fire Safety Regulator's regulatory role and potential conflicts of interest that may arise as a result of activities associated with an Enforcing Authority's trading arm.

13.2 Primary Authority partnerships

Fire Safety Regulators working too closely with a Primary Authority partner could, by virtue of article 5(4), result in the Fire Safety Regulator being treated (for the purposes of the FSO) as a person exercising a degree of control of a premises. This could lead to them ultimately being considered liable for fire safety failures as an Article 5(3) person under the FSO in a Court of Law. Enforcing Authorities need to ensure that their working relationships with Primary Authority partners are at an appropriate level of detachment (i.e not working as their consultants) to protect both the Enforcing Authority and individual members of staff.

13.3 Fire Engineering Services

It is to be ensured that where private third party Fire Safety Engineers are employed by the Enforcing Authority to provide specialist support to Fire Safety Regulators no conflicts of interest are created.

13.4 Secondary Employment

Careful consideration needs to be given to an Enforcing Authority's regulatory role and potential conflicts of interest that may arise as a result of secondary employment within a fire safety context.

14. Authorisation and Signatory Policies

- 14.1 Under Article 26 of the Regulatory Reform (Fire Safety) Order 2005 Enforcing Authorities may appoint authorised inspectors. This Framework provides guidance on the development process and the necessary knowledge, skills and behaviours for Fire Safety Regulators to achieve competency in order to carry out their duties effectively and in accordance with the Regulators Code 2014.
- 14.2 Where Enforcing Authorities have an authorisation and signatory policy which authorises statutory notices to be signed by senior non-fire safety specialist officers they should be given sufficient training to ensure they are aware of enforcement processes, their responsibilities and key fire safety issues.
- 14.3 It is essential that a competent Fire Safety Inspector or competent fire safety manager has assessed the notice in all cases which relate to the serving of a statutory notice.

15. Recognised Prior Learning (RPL)

- 15.1 Some Fire Safety Regulators will have attained competence prior to the publication of the original Competency Framework in 2013. To provide a consistent competency standard across all Enforcing Authorities, individuals who undertook training which does not meet this Competency Framework should be assessed for RPL by an appropriate independent training provider. Where prior learning is not considered equivalent, additional training should be provided to ensure competence of all Fire Safety Regulators at appropriate levels.

16. Competence Standards

- 16.1 Competence is comprised of three essential elements – knowledge, skills and behaviours. Enforcing Authorities must ensure that Fire Safety Regulators meet all specified elements and can demonstrate competence for the individual to undertake their role.

Knowledge & Skills

National Occupational Standards

- 16.2 National Occupational Standards (NOS) provide clear, concise and consistent articulation of requirements for occupational competence and the knowledge and skills individuals need to develop to perform effectively and safely in the workplace.
- 16.3 Existing NOS for fire safety are not currently sector specific to Enforcing Authorities. Work is ongoing in relation to the development of appropriate national standards for Fire Safety Regulators and it is noted that this section will require review when this work has been completed. It will also need updating when the proposed changes to the regulatory regime are implemented to include additional competencies.
- 16.4 New core NOS for Fire Safety Regulators have been drafted and are included in appendix 9. This Framework recommends the use of these as the appropriate sector standards where possible.
- 16.5 The existing NOS are the basis of the current qualifications for Fire Safety Regulators.
- NOS FS1: Identify and report fire hazards and risks
 - NOS FS2: Assess risks associated with fire
 - NOS FS3: Ensure protection measures are in place
 - NOS FS4: Minimise risks to the community (optional)
 - NOS FS5: Support management of risks at incidents (optional)
 - NOS FS6: Review fire safety relating to construction
 - NOS FS7: Review fire protection systems
 - NOS FS8: Review fire safety at construction sites (optional)
 - NOS FS9: Fire safety at regulated or licensed locations
 - NOS FS10: Plan & gather evidence
 - NOS FS11: Prepare and present evidence in court (optional)
 - NOS FS12: Visit premises for purposes of fire safety
 - NOS FS13: Draft statutory enforceable documents (optional)
 - NOS FS14: Serve statutory enforceable documents (optional)
- 16.6 The content of the existing NOS can be viewed at www.UKstandards.org.uk - [National Occupational Standards](http://www.UKstandards.org.uk).
- 16.7 When obtaining the relevant qualification, Fire Safety Inspectors should include training modules covering the existing NOS FS10, FS13 and FS14 as compulsory units.
- 16.8 Fire Engineering Design Technicians, Fire Safety Engineers and Senior Fire Safety Engineers need to attain an appropriate level 5, 6 or 7 qualification respectively (see tables 5, 6 and 7).

Operational Competencies (if required)

16.9 It is recognised that Fire Safety Regulators will have a key role to play within some organisations to ensure that there is effective identification and delivery of operational risk information. In addition, they may provide support to emergency response colleagues by providing information relating to the built environment. This should support safe operations and assist decision making on the operational firefighting tactics that could be deployed.

16.10 When obtaining the relevant qualification Fire Safety Regulators who are required to support emergency response colleagues at incidents should include training modules covering the existing NOS FS5 as a compulsory unit.

Core Competencies for Regulators

16.11 In 2016 Regulatory Delivery created a common approach to competency for all regulators. They defined a set of core competencies relevant to all regulators, regardless of the level and specific nature of their work. As a result, Enforcing Authorities need to ensure that their staff meet the appropriate core competencies for their role.

Diagrammatic of a Business Regulator role



Table 8 - Core Competencies for Regulators

Context	
A1	Understanding of the role of regulation as a tool of Government
A2	Ability to work within the wider regulatory framework

A3	Ability to work towards your organisation's regulatory objectives
A4	Ability to work with the legislation relevant to your regulatory function(s)
A5	Ability to work within your organisation's regulatory policies and procedures
A6	Understanding of the role and responsibilities of partner organisations
Risk Assessment	
B1	Ability to assess regulatory risks
B2	Ability to gather, analyse, use and share data to inform risk assessment
B3	Ability to use risk assessment to guide your activities
B4	Understanding of risk management in a business ¹ context <i>¹ The term 'business' (for core competencies) is used throughout to denote a regulated entity. Some regulated entities are not businesses but may, for example, be individuals acting in a private capacity. Many of the core competencies will apply equally in these cases.</i>
Understanding those you regulate	
C1	Understanding of the current business environment and the business sector(s) regulated
C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
C3	Understanding of the factors that affect business approaches to compliance
C4	Ability to engage constructively with business
C5	Ability to tailor your approach to businesses and individuals that you interact with
Planning your activities	
D1	Ability to act within your role and area(s) of responsibility
D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
D3	Ability to work effectively with other organisations
D4	Ability to plan your work, and that of your team ² , so as to deliver your responsibilities efficiently ² <i>The reference to the officer's team does not imply a 'team leader' role but recognises that officers within a team, or a group of officers delivering a project, may work collaboratively to plan activities.</i>
Checking compliance	
E1	Ability to prepare appropriately for checks on compliance
E2	Ability to conduct checks in a proportionate manner
E3	Ability to be responsive to the circumstances encountered
E4	Ability to make informed assessments of compliance and risk
E5	Ability to follow-up on checks on compliance in an appropriate manner

Supporting compliance	
F1	Understanding of the need for compliance support amongst those you regulate
F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
F3	Ability to communicate in appropriate ways to suit the circumstances
F4	Ability to provide the information and guidance that is needed by those you regulate
F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
Responding to non-compliance	
G1	Ability to select proportionate responses to non-compliance and potential non-compliance
G2	Ability to communicate effectively with businesses that have failed to comply
G3	Ability to conduct thorough investigations of non-compliance and allegations of non-compliance
G4	Ability to prepare and implement effective responses to non-compliance
G5	Ability to provide appropriate support for those adversely affected by non-compliance
Evaluation	
H1	Ability to monitor and report on your activities and performance
H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities

Behaviours

16.12 The behaviours set out below form a code of ethics which is a benchmark standard for Fire Safety Regulators. An individual who is registered with, or accredited by, a professional body should adhere to the professional body's code of ethics. In addition, the NFCC leadership framework should also be considered.

Table 9 - Code of Ethics	
Respect for life, law, the environment and public good	
All Fire Safety Regulators have a duty to obey all applicable laws and regulations and give due weight to facts, published standards and guidance and the wider public interest. They should:	
I1	hold paramount the health and safety of others and draw attention to

	hazards
I2	ensure their work is lawful, ethical and justified
I3	recognise the importance of physical and cyber security and data protection
I4	respect and protect personal information and intellectual property
I5	protect, and aim to improve, the quality of built and natural environments
I6	maximise the public good and minimise both actual and potential adverse effects for their own and succeeding generations
I7	take due account of the limited availability of natural resources
Honesty and Integrity	
All Fire Safety Regulators have a duty to uphold the highest standards of personal and professional conduct including openness, honesty and integrity. They should:	
J1	act in a reliable and trustworthy manner and treat others with equality and fairness
J2	be alert to the ways in which their work and behaviour might affect others and respect the privacy, rights and reputations of other parties and individuals
J3	respect confidentiality
J4	declare and manage conflicts of interest
J5	avoid deception and take steps to prevent or report corrupt practices or professional misconduct
J6	reject bribery and improper influence
Accuracy and Rigour	
All Fire Safety Regulators have a duty to acquire and use wisely the understanding, knowledge and skills needed to perform their role or task. They should:	
K1	always act with care
K2	perform services only in areas in which they are currently competent or under competent supervision
K3	keep their knowledge and skills up to date
K4	assist the development of knowledge and skills in others
K5	present and review theory, evidence and interpretation honestly, accurately, objectively and without bias, while respecting reasoned alternative views
K6	identify, evaluate, quantify, mitigate and manage risks
K7	not knowingly mislead or allow others to be misled
Responsibility for Direction, Conduct and Communication*	
All Fire Safety Regulators have a duty to abide by and promote high standards of personal conduct, communicate clearly and provide direction as appropriate, setting the example for others to follow. They should:	
L1	be aware of and seek to effectively communicate the issues that the built environment raises for society
L2	communicate as unambiguously and openly as possible to avoid misinterpretation
L3	promote equality, diversity and inclusion, and respect the views of others

L4	promote public awareness and understanding of the impact and benefits of new areas of learning, achievements and innovation in industry.
L5	be objective and truthful in any statement made in their personal or professional capacity
L6	challenge statements or policies that cause them personal or professional concern

17. Framework Elements

17.1 The development of Fire Safety Regulators should be carried out in a structured and phased manner to develop experience in the required areas. Training should be incremental, with the learning of complex information being acquired over a period of time which will vary dependent upon the trainee and the role to be undertaken. The trainee's development plans and organisational processes should reflect this.

17.2 Within the development process, there will be knowledge acquisition and demonstration of knowledge, skills and behaviours. In broad terms, the acquisition phase will be theoretical and the demonstration phase will be practical.

17.3 The following elements are likely to be necessary to achieve a robust and consistent standard of Fire Safety Regulator.

1. Knowledge acquisition
2. Demonstration (application) of knowledge, skills and behaviours
3. Quality assurance
4. Maintenance of competence
5. Third party registration (where necessary)
6. Third party re-assessment of competency (where necessary)

1. Knowledge Acquisition

17.4 The knowledge required for the trainee to be competent can be delivered by external training providers, in house trainers, or a combination of both. The delivery methods can be blended to meet the needs of the Enforcing Authority and learning style of the trainee.

2. Demonstration of Knowledge, Skills and Behaviours

17.5 The demonstration phase of development requires the trainee to carry out a number of observed activities to satisfy their assessor that they meet an acceptable standard. Enforcing Authorities may wish to add activities to the

development process where the role of the trainee will be greater than that specified in the roles and responsibilities section of the Framework.

- 17.6 Flowcharts A-D in appendix 3 show the stages of development necessary to meet the requirements of a competent Fire Safety Regulator.

3. Internal Quality Assurance

- 17.7 The aim of an internal quality assurance process is to monitor and continuously improve standards, identify areas for improvement, instigate procedures to correct failures and share successes.

- 17.8 All Fire Safety Regulators should be quality assured on a regular basis by a suitably qualified assessor to confirm that competencies are (in the case of those on development) being advanced or (where competent) are being maintained and developed. This includes reviewing the IPD or CPD records of the Fire Safety Regulator. Quality assurance will also confirm that the organisational policies, procedures and standards are being followed and are fit for purpose.

- 17.9 Internal quality assurance should also check that line managers have allocated Fire Safety Regulators with a level of work that is commensurate with their competence. Where more demanding work has been given to trainees for development purposes, it is expected that significantly closer supervision and mentoring will have been provided to ensure organisational standards are maintained.

- 17.10 Where developmental issues are raised following a quality assurance assessment, these issues can be addressed by:

- Creating a personal development plan which may include additional formal training
- Providing training for all Fire Safety Regulators where common themes are identified
- Assigning a coach or mentor
- Changing policies if they are not sufficiently clear for Fire Safety Regulators to interpret correctly

- 17.11 Internal quality assurance processes should only be undertaken by fire safety competent managers or a nominated competent individual (see paragraphs 17.13–17.15 and table 4).

- 17.12 A checklist of what aspects should be included (as a minimum) in an internal quality assurance record is included in appendix 4.

Fire Safety Competent Manager

- 17.13 All Fire Safety Regulators on development should be assessed by fire safety competent managers.

- 17.14 A fire safety competent manager will have demonstrated competency in line with table 4. Where this is not the case a competent nominated individual who has the appropriate level of competency should be responsible for oversight of staff on development.
- 17.15 Managers who are responsible for the vetting of Fire Safety Regulators work and the quality assurance of statutory notices should be fire safety competent managers. (See also section 14).
- 17.16 Enforcing Authorities should ensure that there are sufficient fire safety competent staff available outside of core hours to undertake enforcement activity.
- 17.17 Fire Engineering Design Technicians, Fire Safety Engineers and Senior Fire Safety Engineers should be assessed by appropriately competent individuals.

4. Maintenance of Competence

- 17.18 Fire Safety Regulators must maintain a record of their Initial Professional Development (IPD) and Continuous Professional Development (CPD) which should be monitored by their competent fire safety manager to ensure maintenance of regulatory competencies.
- 17.19 Enforcing Authorities should ensure Fire Safety Regulators are competent in their role and provide appropriate opportunities for maintenance of competency.
- 17.20 The recommended minimum level of CPD activity is equivalent to 25 hours per year of formal fire safety related study time. This may be spread in excess of 1 year, but in that case 75 hours of formal study should be completed over 3 years (provided that any 1 year has no less than 10 hours formal study time). It is expected that a record of CPD would include a mixture of formal and non-formal activities. Informal CPD is credited on a 'two hours for one basis'. Formal study should not be less than 50% of total study time.
- 17.21 Appendix 5 contains information on what constitutes formal and non-formal activities.
- 17.22 Appendix 6 includes an example CPD template.
- 17.23 Where individuals are registered with or accredited by a professional body they should ensure that they fully comply with the professional body's CPD requirements.

5. Third Party Registration

- 17.24 It is anticipated that Enforcing Authorities will pay for professional body registration for Fire Safety Regulators who, by virtue of their role, are required to be registered with a professional body.

Fire Safety Inspectors who regulate HRPs

- 17.25 Fire Safety Inspectors who undertake work associated with HRPs must (as a minimum) have demonstrated competency and have been independently assessed and registered with a professional body.
- 17.26 As a matter of best practice all Fire Safety Inspectors should be independently assessed and registered with a professional body.
- 17.27 See appendix 8 for details of the expected criteria for the professional body and Fire Safety Inspector assessment and re-assessment.

Fire Engineering Design Technicians

- 17.28 All Fire Engineering Design Technicians who undertake work associated with HRPs must (as a minimum) have demonstrated competency and be registered with the Engineering Council as an Engineering Technician.
- 17.29 As a matter of best practice all Fire Engineering Design Technicians should (as a minimum) be registered with the Engineering Council as an Engineering Technician.
- 17.30 Individuals aspiring to registration need independent assessment of their competence. The UK Standard for Professional Engineering Competence (UK-SPEC) provides the means to achieve this. Further details can be found [here](#).

Fire Safety Engineers

- 17.31 All Enforcing Authority Fire Safety Engineers who undertake work associated with HRPs should (as a minimum) have demonstrated competency and be actively working towards becoming an Incorporated or Chartered Engineer with the Engineering Council.
- 17.32 As a matter of best practice all Fire Safety Engineers should be actively working towards registration as an Incorporated or Chartered Engineer with the Engineering Council.
- 17.33 Individuals aspiring to registration need independent assessment of their competence. The UK Standard for Professional Engineering Competence (UK-SPEC) provides the means to achieve this. It describes the requirements that have to be met for registration and gives examples of ways of doing this. Further details can be found [here](#).
- 17.34 In addition, where Fire Safety Engineers have an enforcement role through expert witness, as a Fire Safety Inspector, or provide support to Fire Safety Regulators, they should be provided with the appropriate training and development to ensure competence.

Senior Fire Safety Engineers

- 17.35 All Senior Fire Safety Engineers should be registered as a Chartered Engineer with the Engineering Council.

6. Reassessment of Competence

17.36 All Fire Safety Regulators competence should be assessed as part of periodic internal quality assurance checks (see paragraphs 17.7-17.12 and appendix 8).

Fire Safety Inspectors who regulate HRPs

17.37 To ensure that Fire Safety Inspectors have maintained their competency they should undergo an independent professional body re-assessment on a regular periodic (2-3 year) basis (See appendix 8).

17.38 Any changes which may affect the status of a Fire Safety Inspector on the professional body register should be notified to the professional body so that the register can be updated accordingly.

Fire Engineering Design Technicians, Fire Safety Engineers and Senior Fire Safety Engineers

17.39 All Fire Engineering Design Technicians, Fire Safety Engineers and Senior Fire Engineers registered with the Engineering Council should follow the requisite guidance in relation to maintaining professional competence.

18. Development Process

18.1 Fire Safety Regulators should develop new trainees via a formal fire safety training course to achieve the requisite qualification required for their role. During and following this training there should be a structured programme of learning in addition to the individual's normal work.

18.2 Line managers must ensure that trainees are tasked with a level of work that is commensurate with their competence. Where more challenging work is assigned for development purposes, close supervision and mentoring should be provided to ensure organisational standards are maintained.

18.3 Development is divided into five areas as follows:

A. Meetings with line manager

18.4 Regular monthly meetings with a fire safety competent line manager provides an opportunity for the trainee to discuss their development. The trainee should be encouraged to talk openly about their progress and career objectives. Managers and trainees are also expected to indicate any difficulties that they are experiencing that may impede progress. Mentors should be consulted on the progress of the trainee where appropriate.

- 18.5 The fire safety competent manager should map the trainees progress against the knowledge, skills and behaviours required for their role, identify additional training needs and provide support where necessary as part of this process. This will assist the trainee to carry out their work as part of an established team, whilst at the same time ensuring that they are on course to fulfil their own development needs.

B. Studying selected bibliography related to the topic being studied

- 18.6 The bibliography selected and delivered in the formal fire safety training indicates the main principles and themes common to most fire safety applications that may be encountered by the trainee. The chosen bibliography should not be considered as a comprehensive list of information, rather, a solid base from which to start to extend knowledge within the discipline of fire safety. Enforcing Authorities should assist the development of trainees by ensuring access to key documents in the bibliography.

C. Shadowing competent Fire Safety Regulators

- 18.7 It is important that the trainee learns from experienced competent Fire Safety Regulators. The trainee should shadow competent staff at the appropriate level for development. These are opportunities for the trainee to learn and discuss fire safety issues and for support and mentoring. Shadowing opportunities should be chosen on the basis that they stretch the trainee's present knowledge and give scope for learning and discussion.

D. Development Logbook

- 18.8 Trainees should complete a bespoke development log book to record and demonstrate applied learning. Appendix 2 contains a checklist of items which should be included as a minimum in the log book.

E. Assessment to validate competency

- 18.9 Once the competent fire safety manager of the trainee is satisfied that the trainee has achieved the competence required for specified activities, the trainee should be assessed by an alternative fire safety competent manager or competent nominated individual to validate the competency standard. This function should not be undertaken by the trainees assigned mentor.

Appendix 1: Abbreviations

CPD	Continuous Professional Development
FRS	Fire and Rescue Services
FSO	Fire Safety Order
HMICFRS	Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services
HRRB	Higher Risk Residential Buildings
IFE	Institution of Fire Engineers
IPD	Initial Professional Development
IRMP	Integrated Risk Management Plan
NFCC	National Fire Chiefs Council
NOS	National Occupational Standards
RPL	Recognised Prior Learning
UKAS	United Kingdom Accreditation Service

Appendix 2: Professional Development Log Book Checklist

The professional development log book provides guidance to Enforcing Authorities on what information should be provided and recorded to demonstrate the development of Fire Safety Regulators. Any format can be used however, the relevant content outlined below should be included as a minimum.

Table 10a - Professional Development Log Book – Checklist		
Employee Basics		
Name		
Job title		
Start date in role		
Start date in organisation		
Local requirements		
Corporate induction details		
Department structure		
Relevant ICT Systems		
Integrated Risk Management Plan		
Risk based inspection programme		
Date of authorisation	Article 27 Powers of Inspector	

	Article 29 Sign Alterations Notice	
	Article 30 Issue Enforcement Notice	
	Article 31 Issue Prohibition Notice	
Employee Initial Assessment		
Pre-existing fire safety knowledge / courses	List & narrative assessment including self-assessment	
Previous regulatory experience	List & narrative assessment including self-assessment	
Pre-course learning	Dates provided – completed and competent fire safety manager sign off	

Table 10b - Fire Safety Advisor
--

Level 3 - Certificate in Fire Safety	
Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of assigned mentor	
Local requirements	
Forms & standard letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role & training details	
Progress Reviews	
Accompanied audits	
Individual audits	
Quality assurance of paperwork	
Drafting of informal notices	Competent Fire Safety Manager review & sign off
Competency check. Self-assessment and manager assessment	Knowledge
	Skills

against the Competency Framework or apprenticeship standard criteria	Behaviours
Progress review. Summary (quarterly) including examples of work	Self- assessment and Competent Fire Safety Manager review
Apprenticeship end point assessment details (if applicable)	
IPD/CPD	As described in paragraph 17.18-17.23 and appendix 5 and 6 of the Framework
Date of membership of professional body (if applicable)	

Table 10c - Level 4 - Certificate in Fire Safety

Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of assigned mentor	
Local requirements	
Forms & standard letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role & training details	
Progress Reviews	
Accompanied audits / inspections	
Individual audits	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g. building	

control consultations)	
Feedback on supervised activity 2.	
Feedback on supervised activity 3.	
Feedback on supervised activity 4 etc. as appropriate	
Drafting of notices	
Competency check. Self-assessment and manager assessment against the Competency Framework or apprenticeship standard criteria	Knowledge
	Skills
	Behaviours
IPD/CPD	As described in paragraph 17.18-17.23 and appendix 5 and 6 of the Framework
Date of membership of the professional body (where applicable)	

Table 10d - Fire Safety Inspector	
Level 4 - Diploma in Fire Safety	
Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of mentor assigned	
Local Requirements	
Forms & Standard Letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role and training requirements	

Progress Reviews	
Accompanied audits / inspections	
Individual audits	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g. licensing consultations)	
Feedback on supervised activity 2.	
Feedback on supervised activity 3.	
Feedback on supervised activity 4 etc. as appropriate.	
Drafting of Enforcement Notices	
Competency check. Self- assessment and manager assessment against the Competency Framework or apprenticeship standard criteria	Knowledge
	Skills
	Behaviours
Apprenticeship end point assessment details (if applicable)	
IPD/CPD	As described in paragraph 17.18-17.23 and appendix 5 and 6 of the Framework
HRP Requirements	
Date of independent assessment and registration with the Professional Body	
Plan for re-registration	
Date of re-registration	
Issues with registration	

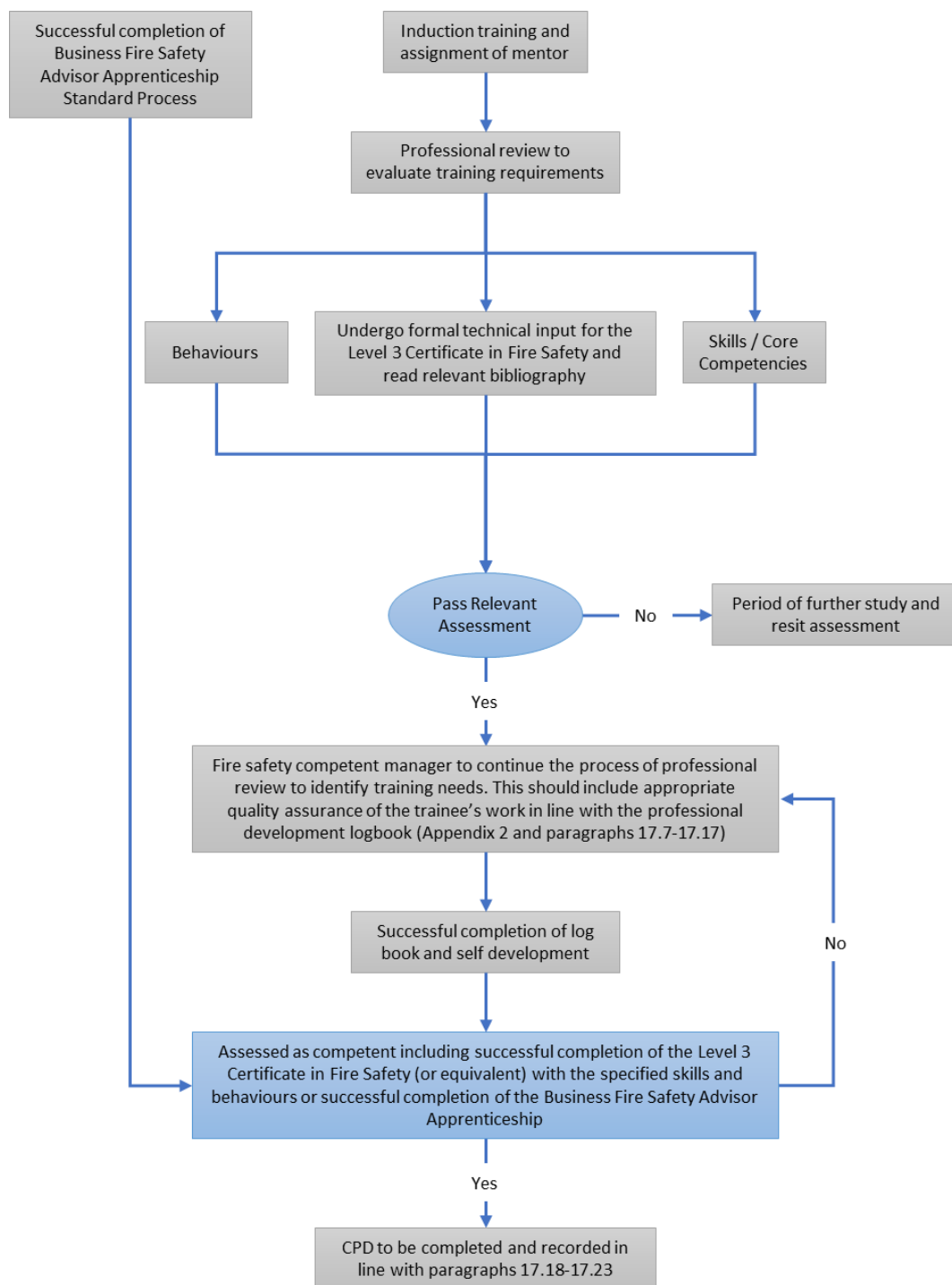
Table 10e - Fire Engineering Design Technician	
Level 5 - Diploma in Fire Engineering Design	
Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of mentor assigned	
Local requirements	
Forms & standard letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role & training requirements	
Progress Reviews	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g. complex building control consultation)	
Feedback on supervised activity 2.etc. as appropriate	
Competency Check Self- Assessment and manager assessment against the Competency Framework criteria	Knowledge
	Skills
	Behaviours
IPD/CPD	As described in paragraph 17.18-17.23 and appendix 5 and 6 of the Competency Framework
HRP Requirements	
Date of registration with Engineering Council as an Engineering Technician	
Issues with registration	

Table 10f - Fire Safety Engineer	
(Minimum) Level 6 - Fire engineering degree	
Date of course	
Date of assessments	
Support arrangements	
Course result	
Summary of feedback	
Employee self-assessment	
Additional learning identified	
Details of mentor assigned	
Local requirements	
Forms & standard letters	
Procedures	
Allocation of work	
Additional competencies required due to enhanced role & training requirements (e.g. enforcement modules)	
Progress Reviews	
Quality assurance of paperwork	
Feedback on supervised activity 1 (e.g. complex & fire engineered building control consultations)	
Feedback on supervised activity 2.etc. as appropriate	
Competency check Self- assessment and competent fire safety manager assessment against the Engineering Council UKSpec	Knowledge
	Skills
	Behaviours
Apprenticeship end point assessment details (if applicable)	
IPD/CPD	As prescribed in paragraphs 17.18-17.23 and by the

	Engineering Council
HRP Requirements	
Date of completion of fire safety engineering degree (as a minimum)	
Date of completion of MEng/ MSc in fire safety engineering	
Date of interim registration with Engineering Council for Incorporated / Chartered Engineer	
Issues with registration /development plan	
Date of registration with Engineering Council as Incorporated / Chartered Engineer	

Appendix 3: Flowcharts of Development Pathways

Flowchart A – Development Pathway for Fire Safety Advisors

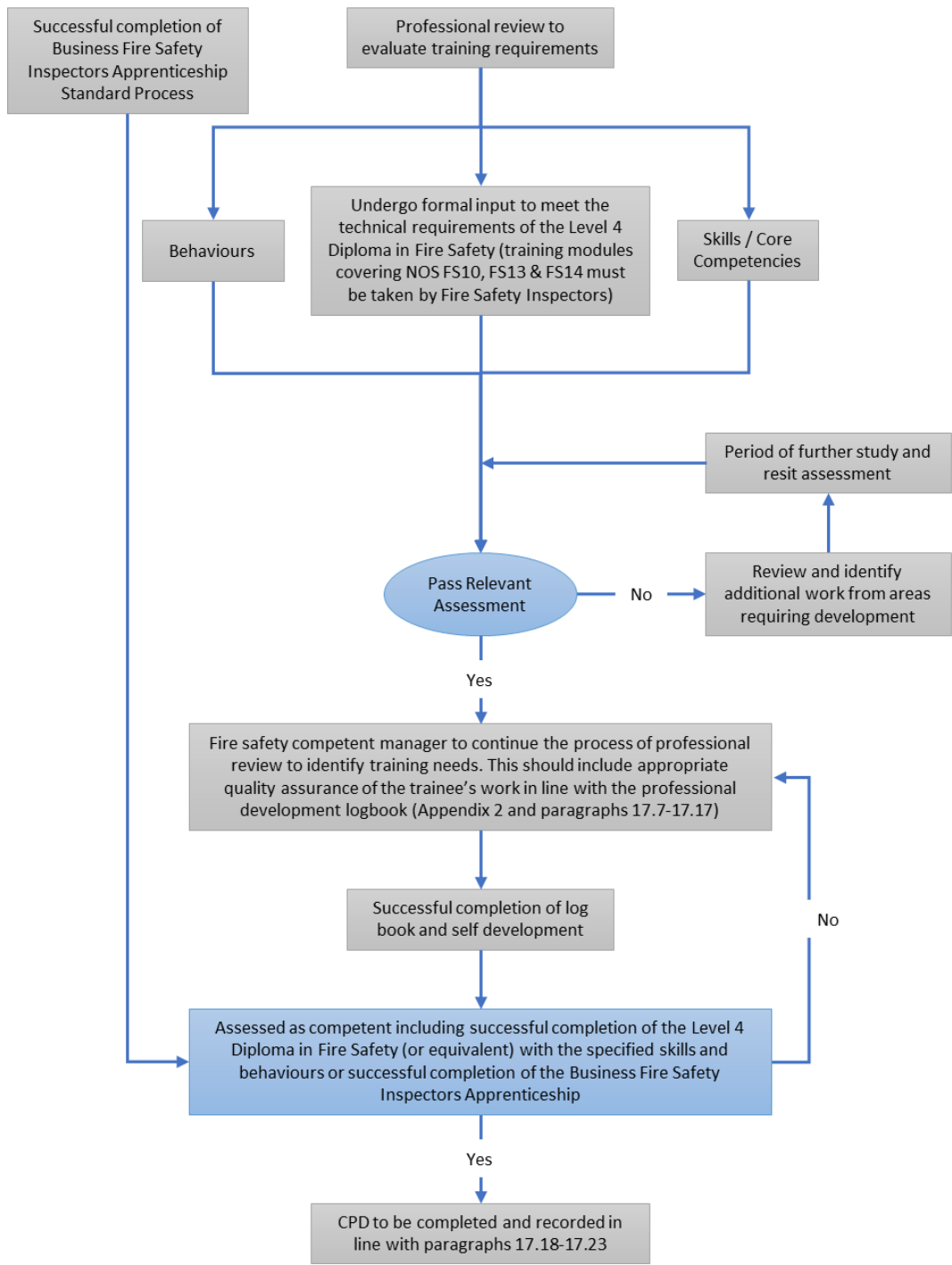


No Interaction with HRPs

Enforcing Authorities may develop Fire Safety Advisors beyond minimum capability through completion of the Level 4 Certificate in Fire Safety

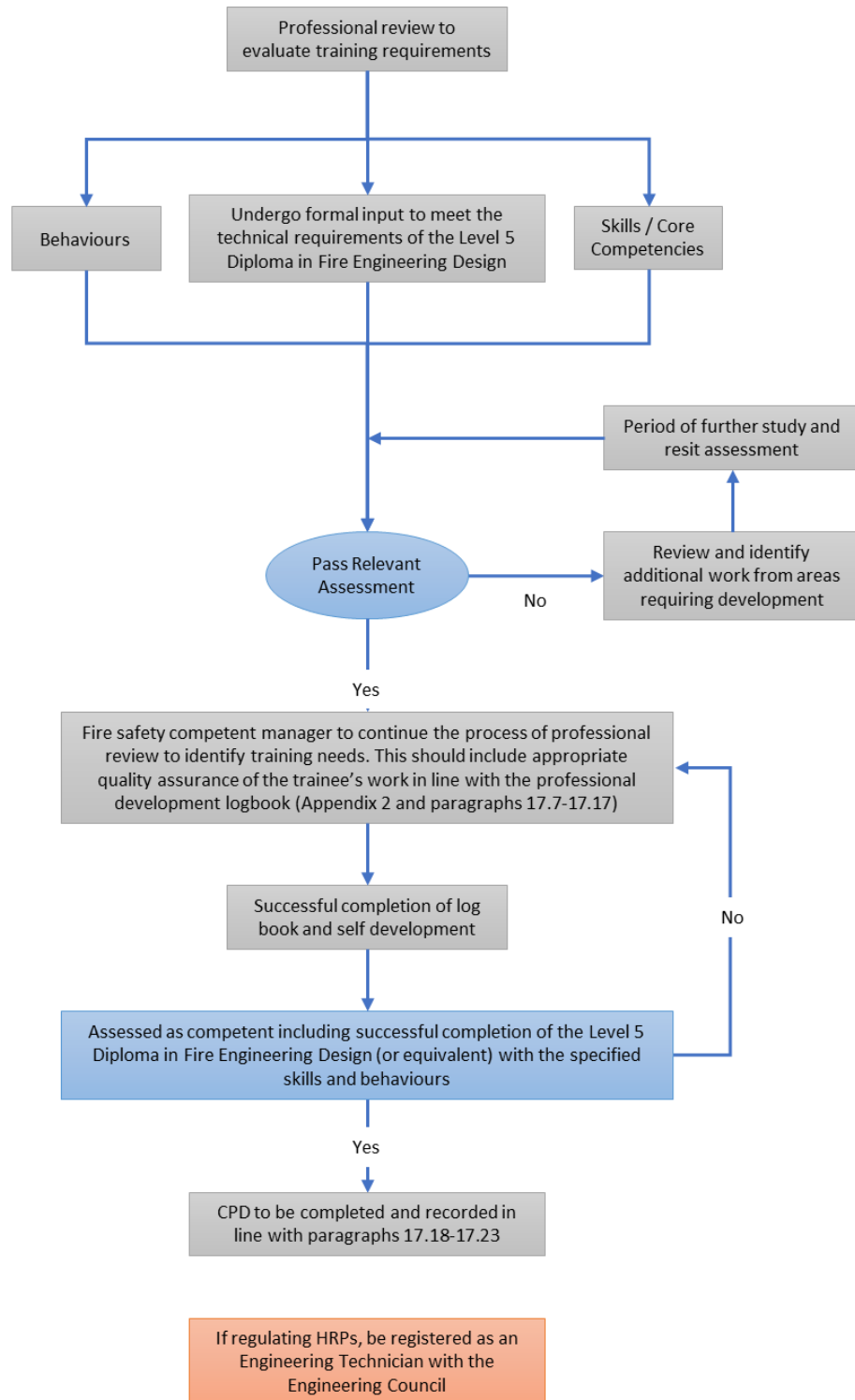
Flowchart B – Development Pathway for Fire Safety Inspectors

Enforcing Authorities may develop Fire Safety Advisors through completion of the Level 4 Certificate in Fire Safety prior to enrolment on the Level 4 Diploma in Fire Safety

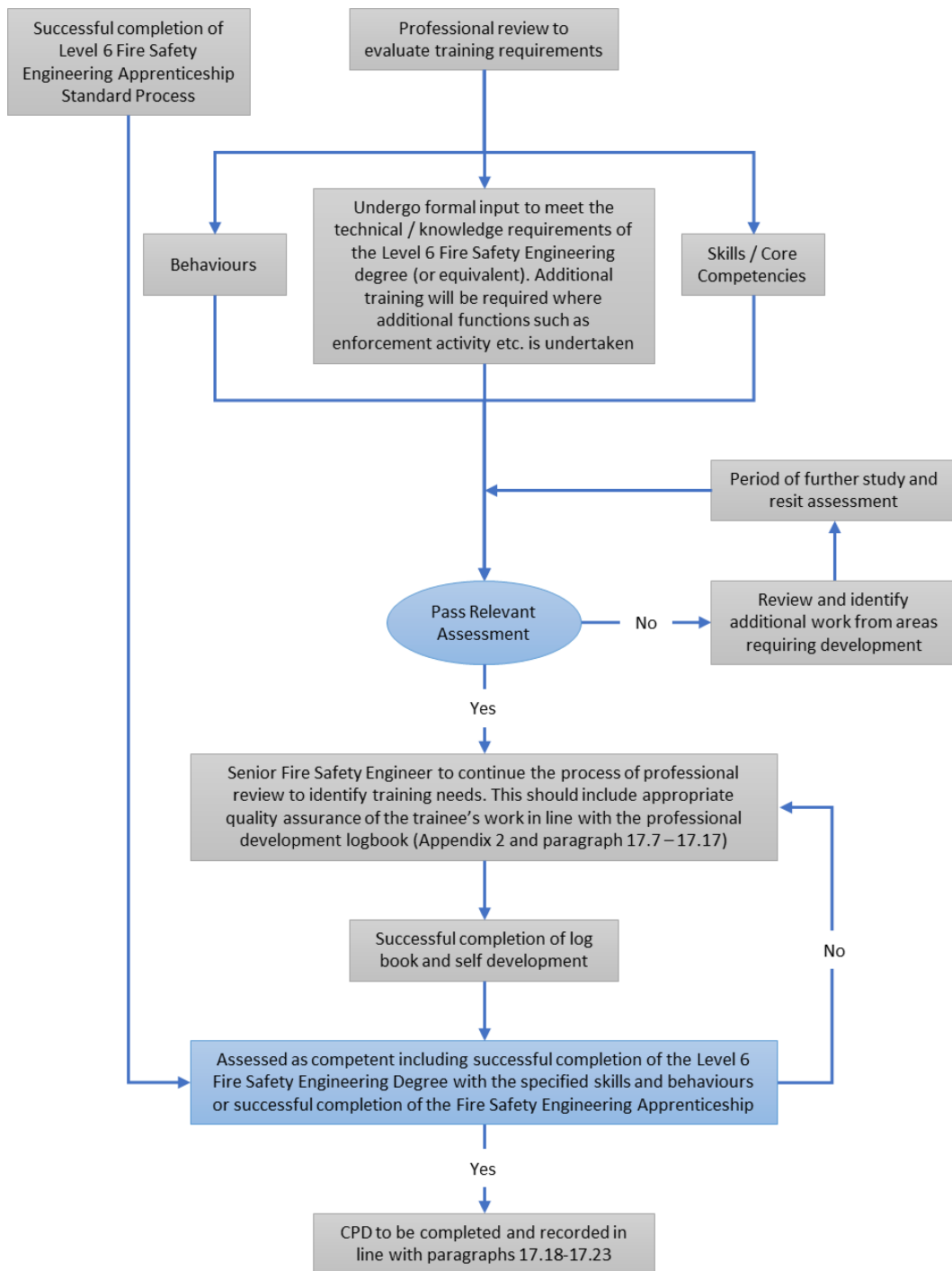


If regulating HRP, be independently assessed and registered with a professional body. Best practice is for all Fire Safety Inspectors to be independently assessed and registered with a professional body. Re-register with professional body on a periodic (2/3) year basis.

Flowchart C – Development Pathway for Fire Engineering Design Technicians



Flowchart D – Development pathway for Fire Safety Engineers



If regulating HRPs, have successfully completed a degree and/or Meng/MSc in Fire Safety Engineering (as a minimum) and be actively working towards becoming an Incorporated and/or Chartered Engineer with the Engineering Council (paragraphs 17.31 – 17.34). Best practice is for all Fire Engineers to be actively working towards becoming a Chartered Fire Engineer with the Engineering Council.

Appendix 4: Internal Quality Assurance Checklist

Table 11- Internal Quality Assurance – Checklist	
Quality control check carried out by:	
Name of Individual to be Quality assured	
Role of individual	
Competency level	On development or competent
Additional competencies required due to enhanced role	
CPD records	Up to date and appropriate
Objective of quality assurance	
Quality assurance Workstream 1 (e.g. audit)	File number Address of premises Type of premises
Comments	Technical Policy Procedural Administrative Other
Quality assurance Workstream 2 (e.g. building control consultation)	File number Address of premises Type of premises
Comments	Technical Policy Procedural Administrative Skills Behaviours Other
Quality assurance Workstream 3 (e.g. enforcement notice)	File number Address of premises Type of premises
Comments	Technical Policy Procedural Administrative Other

Quality assurance Workstream 4	File number Address of premises Type of premises
Comments	Technical Policy Procedural Administrative Other
Actions arising from quality assurance check	None Personal Development Plan Coaching Mentoring Formal training programme All BFS Regulators to be trained on specific area of concern Changes to policy Other

Appendix 5: Recognised CPD Activities

Table 12 – Recognised CPD activities		
Activity (must relate to fire engineering)	Formal/ Non formal	Evidence required
In house training by your employer	Formal	Details and information about the course must be provided in your CPD portfolio
Attendance at a course/ seminar	Formal	The details of training provider must be provided in your CPD portfolio
Training provided by local IFE branch	Formal	Details of the branch and the course must be provided in your CPD portfolio
Reading relevant articles	Non formal	The article title, publication and/or website address must be provided in your CPD portfolio.
Distance learning courses to include e-learning	Formal	The details of the training provider and the course must be provided in your CPD portfolio
Academic or professional study	Formal	Full details of the qualification (subjects covered), the provider and the year of study must be provided in your CPD portfolio. Where study for qualification spans more than one year, this activity can be claimed for CPD purposes during each year of the qualification
Production of a dissertation	Formal	The title of the dissertation and the qualification details must be provided in your CPD portfolio. Where research and writing of a dissertation spans more than one year, this activity can be claimed for CPD purposes each year
Research	Formal	Full details of the topic for the research and, where applicable, the organization which has commissioned the research
Preparation and delivery of training courses	Formal	Full details of the course being delivered must be provided in your CPD portfolio
Work shadowing	Non formal	Full details of aims and outcomes of

		the work shadowing sessions to be provided in your CPD portfolio
Coaching or mentoring (delivered face to face or at a distance with clear aims and objectives for professional development)	Formal	Full details of aims and outcomes of the sessions to be provide in your CPD portfolio
Participation in development of specialist areas of fire engineering, by attending meetings of special interest groups/ committees or relevant organisations undertaking such work	Formal	Details of the committee/ organization, the area of fire engineering being considered to be provided in your CPD portfolio
Writing on fire engineering (to include material written for journals, publications, magazines, internet)	Formal	Full details on the subject of the piece of writing and, where applicable, the publication/website/organization for which the material is being produced must be provide in your CPD portfolio

Important notice

This sample list is only an example, and is not intended to exclude other worthwhile activities. It will be for you as an individual to demonstrate the development value of any activity in your Record of Professional Development.

Appendix 6: Example CPD Template

Name:

Summary of CPD activities

Date	Time (actual)		Theme and activity	Learning points and how they can be applied
	Formal	Informal		




Note - Informal study activities are credited on a two for one basis that is two hours of informal study represents one hour of formal study

Appendix 7 – Risk / complexity model

Introduction

- 19.1 The level of competence expected of Fire Safety Regulators is intrinsically tied to the concept of premises being large/small and simple/complex. Given the diversity of premises to which the Regulatory Reform (Fire Safety) Order 2005 applies and the variety of Risk Based Inspection Programme strategies employed by Enforcing Authorities, defining what makes a premises small/simple or large/complex is problematic.
- 19.2 The model below should be used as a benchmark against which Enforcing Authorities measure current premises risks and therefore ensure deployment of appropriately competent staff.
- 19.3 The specific descriptors contained within this model are offered as examples to Enforcing Authorities to assist them in determining what level of expertise is required for effective regulation. They are not definitive as it is not possible to be prescriptive for every type of building and level of risk.
- 19.4 It is recognised that no model can take into account all premises risk types, situations and outcomes. As a result, Enforcing Authorities may need to adjust the model to suit their organisational needs and better reflect the built environment in which they regulate. It is recommended that any service specific changes include a clear description of complexity and risk where the terminology within this model is departed from.
- 19.5 Enforcing Authorities should consider all three aspects of the model (interaction, risk and complexity) in determining the appropriate competency level for staff.
- 19.6 The matrix below provides a visual interpretation of key components of the methodology through which a premises can be categorised. Through application of the matrix, premises risk and complexity can be determined which will benchmark the minimum level of competency the Fire Safety Regulator is expected to demonstrate in order to effectively regulate the premises.
- 19.7 Where the categorisation falls to multiple premises types, it is recommended that the highest level of risk or complexity should be selected to determine Fire Safety Regulator competency requirements.

Risk/Complexity Matrix

Interaction	Simple measures required from BFS Regulator	Complex measures required by BFS Regulator including serving notices and plans.	Specialist measures required including interaction with fire engineers.	Minimum Qualification Requirements  L5 Diploma FED, Fire Engineering Degree and/or Specialist Premises Training if required  L4 Diploma and Specialist Premises Training if required  L3 Certificate
Risk	Low risk processes, mitigation measures are simple.	High risk processes requiring specialist solutions, large numbers of relevant persons and sleeping risks.	Unique risks to very large numbers of relevant persons requiring specialist management.	
Complexity	Approved Document B and the CLG guides and LACORS.	BS9999, BS9991, BB100, HTM, Sports Grounds, WISH HRRBs	BS7974 or international guidance.	
	Simple Premises	Complex Premises	Other Premises	

Interaction

- 19.8 This element represents the level of interaction and engagement which will be required from the Fire Safety Regulator in order to effectively regulate. It also represents the actions and the knowledge/expertise required of Fire Safety Regulators to regulate the premises.
- 19.9 For example, a corner shop consistently failing to meet the requirements set by the Fire Safety Regulator may require several visits but the level of competence required does not change until the level of interaction changes (from non-statutory visit to statutory action).
- 19.10 The measures outlined below are indicative of the scenarios where interactions would be regarded as simple, complex or other. It is not definitive and can not, therefore, encompass every type of interaction possible. Enforcing Authorities should use this as guidance on which to base their own policies and procedures.

Simple

- Non statutory verbal– e.g. immediate removal of items blocking a means of escape.
- The provision of general fire safety advice in line with guidance included in the Communities and Local Government guides found [here](#).
- There is no requirement for additional internal validation (subject to organisational requirements), such as referral to fire safety competent manager or a case review.

- None or limited future interaction is required e.g. follow up visits. This will include Fire Safety Matters.
- Premises where simultaneous evacuation is used.

Complex

- Statutory enforcement action is required or where such action is likely should non-statutory action be unsuccessful.
- Validation or oversight by a fire safety competent manager is required to agree the actions to be undertaken.
- Extensive actions need to be undertaken by the responsible person due to the extent of the fire safety deficiencies.
- Advice is required that needs reference to technical guidance which is specific to the risk – WISH guidance for waste sites for example.
- Future interaction is required e.g. follow up visits.
- Premises where stay put, staged, phased or progressive horizontal evacuation is used.

Other

- There are fire engineered solutions in place.
- Advice requires reference to specific technical documentation eg BS7974 series.
- Interaction with Fire Engineers is required.
- There is a requirement to examine management of risk policies and procedures to a high degree, for example where there are specialist fire strategies, cause and effect implementation.

Risk

19.11 This represents the level of risk posed to relevant persons by the occupants of the building and the activities they undertake. In buildings where there is a significant level of risk management required to mitigate the risks or specialist fire precautions are needed, there will be a need for a higher level of competence from the Fire Safety Regulator.

19.12 The measures outlined below are provided to show where the benchmark is set and is only indicative of the scenarios where risk would be regarded as simple, complex or another level of risk.

Simple

- Any work processes or activities are limited in size and scope and do not require the Fire Safety Regulator to have anything more than lay knowledge to understand them.
- The risk does not require compensatory features in order to make the building fire safety strategy 'work'.
- The occupants are generally awake/familiar but there may be well managed sleeping on premises.
- The numbers of relevant persons who are at risk is low.
- Simultaneous evacuation is in place.

Complex

- Extensive risk management is in place.
- Work activities require specialist industry relevant solutions which may involve procedures which require specialist knowledge for the Fire Safety Regulator to understand.
- There are compensatory features required to allow the building to be used in its current form.
- The occupants are asleep/unfamiliar (note that there may be sleeping accommodation which can be described as simple) where the risk is not controlled such as sleeping above commercial.
- Vulnerable occupants who represent a higher level of risk of fire or require specific measures to mitigate the risk they present (e.g. evacuation).
- The numbers of employees and/or relevant persons is high.
- Staged or Progressive Horizontal Evacuation is in place.

Other

- Specialist risk management is in place.
- Activities are unique or unusual in nature or offer an equivalent risk which must be mitigated using one-off or fire engineered solutions.
- There are compensatory features required to allow the building to be used in its current form.
- Mixed occupancy types with high levels of staff training required.
- Unusual evacuation methods – e.g. Mixture of phased and simultaneous across different occupancies in the same building.
- The numbers of employees and/relevant persons is very high.

Complexity

19.13 This represents the level of complexity a building may represent. The level of complexity can directly relate to the level of risk posed to relevant persons. In buildings where there the design requires reference to specific guidance or specialist fire precautions are needed in terms of compensatory features, there will be a need for a higher level of competence from the Fire Safety Regulator.

19.14 The use of building codes and guidance is to provide a starting point for the consideration of a building's complexity. Historic building codes may be just as relevant but are not included in the matrix for the purpose of clarity.

19.15 The measures outlined below are examples provided to show where the benchmark is set and is only indicative of the scenarios where risk would be regarded as simple, complex or another level of risk. It is recognised that it is not possible to provide prescriptive guidance on the matter as the combination of factors is too large (for example a building designed to the Health Technical Memorandum series may consist of a couple of rooms or be an entire hospital).

19.16 Enforcing Authorities should have a clear process for determining the complexity of their buildings in order to provide Fire Safety Regulators with the right level of competence to regulate in their jurisdiction.

Simple

- The building may be particularly small (using ADB size thresholds as guidance for example)
- The building design and construction in line with guidance included in the Communities and Local Government guides found [here](#), or readily supported by documentation like LACORS *Housing – Fire Safety* : Guidance on fire safety provisions for certain types of existing housing.
- Readily supports simultaneous evacuation.
- Historic building standards are just as relevant

Complex

- The use of specialist guidance specific to the building type such as Building Bulletin100 and the Health Technical Memorandum series
- All buildings which fall under the definition of HRPs.
- The building may readily support simultaneous evacuation but may be specifically required to support staged or progressive horizontal evacuation
- There may be many premises interacting with each other on the same site or within the same building such as a shopping centre.
- There are special design requirements due to the building's size, height or other features such as atria.

Other

- The building must include fire engineered solutions to ensure its feasibility.
- There is specific reference to the BS7974 suite of documentation.
- Other historic or international guidance is used to provide fire engineered solutions.
- There are unique or specific building features which require one-off solutions or are not readily covered within existing guidance provision.

Appendix 8 - Nationally Recognised Professional Body

- 20.1 The professional body should be UKAS accredited or licensed by the Engineering Council for the relevant independent assessment and registration of Fire Safety Regulators or actively working towards UKAS accreditation or Engineering Council licensing.
- 20.2 The professional body should provide independent individual assessment of competence for Fire Safety Regulators. Therefore any individual working on a HRP should have been through an independent assessment of their own competence (not as part of a larger organisational assessment).
- 20.3 The professional body should maintain a public register of individuals who are competent to work on HRPs including their name and the Enforcing Authority name.

- 20.4 The professional body must maintain a complaints process related to the competence or conduct of those individuals listed on the public register and have appropriate processes in place to deal with any issues that arise.

Requirements for Assessors

- 20.5 The professional body should have sufficient suitably qualified reviewers to appropriately assess Fire Safety Regulators.
- 20.6 All professional body reviewers must:
- Be occupationally competent. This means that each reviewer must be competent in the subject matter covered by the assessment.
 - Be able to demonstrate consistent application of the skills and the current supporting knowledge and understanding in the context of a recent role directly related to the assessment.
 - Be familiar with the subject matter; and able to interpret and make judgements on current working practices and technologies within the area of work.
 - Maintain their occupational competence by actively engaging in CPD activities in order to keep up-to-date with developments relating to the changes taking place in the fire safety sector.

NOTE: Reviewers are not required to occupy a position in an organisation more senior than that of the candidate they are assessing.

Assessment Process for Fire Safety Inspectors who regulate HRPs

- 20.7 The professional body registration assessment should include (as a minimum):
- ✓ Appraisal of an application form outlining previous fire safety knowledge (minimum level 4 diploma in fire safety), skills and behaviours and
 - ✓ Evaluation of 3 audits undertaken in the previous six months which should include a HRRB.
 - ✓ Appraisal of previous 2 years CPD records.
- 20.8 Where the Fire Safety Inspector's application and examples of work are deemed satisfactory there should be:
- ✓ Assessment through a 60 minute professional discussion, which includes describing the fire safety requirements from plans, including one of the following:
 - a HRP
 - a complex building
 - ✓ Validation through the request of two references to support the individual's application form.

20.9 The professional body should maintain an up to date public register of individuals who have been appropriately assessed to work on HRRBs.

Re-assessment Process for Fire Safety Inspectors who regulate HRRPs

20.10 To ensure that Fire Safety Inspectors maintain their competency, a professional body re-assessment should be conducted on a regular periodic (2-3 year) basis.

20.11 The professional body re-registration assessment should include (as a minimum):

- ✓ Evaluation of one audit selected from a supplied list of 5 fire safety audits undertaken in the previous six months. The information provided to the professional body should include date carried out, location, size, type and use of building. The submitted audits should include a complex building and a HRRB.
- ✓ Appraisal of previous 2 years CPD records.

20.12 Where the evidence provided by the Fire Safety Inspector is not sufficient to ensure ongoing competence, the professional body should assess the individual through a 60 minute professional discussion (which includes describing fire safety requirements from plans of a HRP and/or complex building).

20.13 Where the Fire Safety Inspector does not meet the standard to remain on the professional body register, they shall be removed pending re-submission of evidence and further assessment.

Appendix 9 - Draft National Occupational Standards for Fire Safety Regulators

Proposed NOS	Relationship to Current NOS
FS1 - Identify and report hazards and risks associated with fire	New NOS for non fire safety specialists including operational staff at stations. Consultation with representative bodies is yet to be undertaken.)
FS2 - Visit premises for the purposes of fire safety regulation	Amended FS12 to incorporate all elements of inspection and audit
FS3 - Enforcing the provisions of the Fire Safety Order / Draft and serve notices	Amended and amalgamated FS13 & FS14 to incorporate all elements of enforcement
FS4 - Investigating Offences under the Fire Safety Order	Amended and amalgamated FS10 & FS11 to incorporate all elements of investigation and prosecution relevant to regulators
FS5 - Support the management of risks at incidents	FS5 reviewed and amended to make specific to fire and rescue personnel
FS6 - Review fire safety matters relating to existing or proposed construction	FS6 reviewed and amended to reflect role in Building Regulation consultations
FS7 - Review fire safety matters relating to premises under construction, demolition and alteration	FS8 reviewed and amended to cover elements required to enforce Fire Safety during construction phase of partially occupied buildings

Proposed NOS: FS1 - Identify and report hazards and risks associated with fire

<p>Overview</p>	<p>This standard is about planning and carrying out basic checks of simple and low risk premises in order to identify fire hazards and monitor and report on compliance with the requirements of the Fire Safety Order in relation to basic fire precautions. You will identify potential breaches of the legislation and decide on the action you and owner[s]/ occupier[s] need to take, which may include informal advice or escalation for enforcement action. You will also prepare effective reports for the purposes of recording information about visits and advice given / action taken.</p> <p>Contact will be made with the person(s) described within the relevant home nation's legislation.</p> <p>There are four elements</p> <ol style="list-style-type: none"> 1 Prepare for your visit to premises 2 Visit the premises – identifying fire hazards and risks 3 Assess the effectiveness of fire safety measures 4 Report on the conduct and findings including basic non-compliance issues. <p>Target Group</p> <p>The standard is recommended for those working for an Enforcing Authority in an advisory or operational role who may carry out fire safety checks (but not audits) of simple and low risk premises to provide basic fire safety advice and assess basic compliance issues.</p>
<p>Knowledge You need to know and understand:</p>	<p>A basic understanding of:</p> <ol style="list-style-type: none"> 1. the scope of the Fire Safety Order and obligations on enforcing authorities 2. the nature of fire hazards, the causes of fire and the significance of common causes in different occupancies in simple, low risk premises 3. the importance of fire precautions in the protection of people, property and the environment 4. the principles of hazard identification and risk assessment, including the difference between hazard and risk the triangle of fire and preventive methods the range of extinguishing media, its location and correct application and use 5. requirements of the Fire Safety Order in relation to fire risk assessment and fire safety arrangements

	<ol style="list-style-type: none"> 6. common methods of managing fire safety arrangements including fire routines, methods for raising the alarm, initiating evacuation and use of firefighting equipment 7. requirements of the Fire Safety Order in relation to means of escape and pre planned arrangements for ensuring safety of people in the event of fire, including those less able and their behaviours 8. the requirements for records associated with hazard identification, risk assessment and reporting 9. the implications of failing to identify hazards and control risks 10. the organisational practices, procedures and reporting requirements relating to the identification of non - compliance 11. how to access sources of information, advice and support 12. the roles and responsibilities of others with authority to action fire safety issues
Performance Criteria	<p>Prepare for your visit to premises</p> <ol style="list-style-type: none"> 1. use appropriate databases and other information sources to identify person[s] and premises for inspection, in line with the priorities of your authority 2. plan individual inspections, taking into account regulatory priorities and person[s] availability 3. use information you have gathered to identify appropriate benchmarks and likely priorities for consideration during any contact with person[s] 4. where appropriate, follow relevant topic areas for inspection with reference to organisational priorities 5. identify who the responsible person[s] is for each premises to be inspected <p>Visit the premises</p> <ol style="list-style-type: none"> 6. gain access to premises, explain inspection activity and identify and secure co-operation of the specified person[s] 7. conduct inspections in a way which preserves your own personal safety and which gives a good example of health and safety awareness and practice 8. manage the pace of the inspection, implement the inspection plan and have the flexibility to deal appropriately with issues outside the scope of the plan <p>Assess the effectiveness of fire safety measures</p> <ol style="list-style-type: none"> 9. identify fire safety arrangements in place and react to what is happening systematically, using observation,

		<p>questioning, listening and fire safety knowledge as appropriate</p> <p>10. compare your findings with existing standards and against the principles of risk assessment and control to identify if any risk gap[s] exist</p> <p>11. where risks are inadequately controlled identify the areas of non-compliance and assess the risk posed to relevant persons</p> <p>Report on the conduct and findings including non-compliance with the Fire Safety Order</p> <p>12. identify the action you intend and the person[s] needs to take, which may include escalation and assess the likely impact on the person[s], their property or business, occupants or employees and others</p> <p>13. where appropriate, obtain specialist advice to support your assessment, where factors influencing risk are outside of your own personal level of expertise</p> <p>14. make accurate records of your findings, advice provided and actions taken</p> <p>15. report accurately, in agreed format and within the agreed timescale.</p>
Relevant Competencies	GRIP	
Context	A1	Understanding of the role of regulation as a tool of Government
	A2	Ability to work within the wider regulatory framework
	A3	Ability to work towards your organisation's regulatory objectives
	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
Understanding those you regulate	C1	Understanding of the current business environment and the business sector(s) regulated
	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C3	Understanding of the factors that affect business approaches to compliance
	C4	Ability to engage constructively with business
	C5	Ability to tailor your approach to businesses and

		individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D4	Ability to plan your work, and that of your team
Checking compliance	E1	Ability to prepare appropriately for checks on compliance
	E2	Ability to conduct checks in a proportionate manner
	E3	Ability to be responsive to the circumstances encountered
Supporting Compliance	F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
	F3	Ability to communicate in appropriate ways to suit the circumstances
	F4	Ability to provide the information and guidance that is needed by those you regulate
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance

Proposed NOS: FS2 - Visit Premises for the purposes of fire safety regulation

<p>Overview</p>	<p>This standard is about planning and conducting audits or inspections of premises for the purposes of fire safety regulation; identifying potential breaches of the legislation and deciding the action you and owner[s]/ occupier[s] need to take, which may include informal and formal enforcement of fire safety legislation. You will also prepare effective inspection reports for the purposes of fire safety regulation and communicate fire safety compliance or deficiencies to others for the purposes of the regulation.</p> <p>Contact will be made with the person(s) described within the relevant home nation's legislation.</p> <p>There are four elements</p> <ol style="list-style-type: none"> 1 Prepare for your visit to premises 2 Visit the premises & carry out an audit 3 Assess the effectiveness of fire safety measures 4 Assess compliance with the Fire Safety Order and arrange appropriate actions <p>Target Group</p> <p>This standard is recommended for Regulators, i.e. anyone who has the responsibility for enforcing the Fire Safety Order and associated regulations are being met through cooperation or enforcement.</p>
<p>Knowledge You need to know and understand:</p>	<ol style="list-style-type: none"> 1. the scope of the Fire Safety Order and obligations on enforcing authorities 2. the requirements and obligations placed on responsible person[s] by the Fire Safety Order 3. the requirements and obligations placed upon enforcing authorities in relation to Primary Authority Partnerships under the relevant legislation 4. how to identify and apply the aims, objectives and priorities of the regulatory authority 5. how to follow and apply the regulatory organisation's policies, instructions or procedures for conducting audits/ inspections 6. when and how to make links with other regulators where their activities impinge on yours 7. how to follow your organisation's health and safety policy and ensure your own health and safety 8. how to assess the level of fire safety risk on a premises 9. how to assess control measures and management

	<p>systems to identify breaches of legislation and risks to fire safety</p> <ol style="list-style-type: none"> 10. how to encourage development of fire safety policies, plans and procedures to influence appropriate risk management standards 11. how to assess compliance with the Fire Safety Order utilising appropriate guidance and select suitable options to ensure compliance where necessary 12. how to determine when enforcement action is necessary and to determine the appropriate enforcement option 13. the ways of assessing the impact of your decisions on the person[s], the premises and the community 14. how to communicate effectively in a range of situations and at all levels to gather information and provide direction 15. how to assess the implications of your findings and when to communicate your findings to colleagues within your organisation and appropriate people outside your organisation
Performance Criteria	<p>Prepare for your visit to premises</p> <ol style="list-style-type: none"> 1. use appropriate databases and other information sources to identify premises for audit/ inspection, in line with the priorities of your authority 2. plan a logical series of inspections consistent with your authority's plans and priorities 3. plan individual audits/ inspections, taking into account regulatory priorities and person[s] availability 4. use information you have gathered to identify appropriate benchmarks and likely priorities for consideration during any contact with responsible person[s] 5. identify who the responsible person[s] is for each premises to be inspected <p>Visit the premises</p> <ol style="list-style-type: none"> 6. arrange access to premises using relevant statutory powers, explain regulatory activity and identify and secure co-operation of the specified person[s] 7. conduct audits/ inspections in a way which preserves your own personal safety and which gives a good example of health and safety awareness and practice 8. manage the pace of the audit/ inspection, implement the inspection plan and have the flexibility to deal appropriately with issues outside the scope of the plan 9. where appropriate, follow relevant topic areas for audit/ inspection with reference to organisational priorities

	<p style="text-align: center;">Assess the effectiveness of fire safety measures</p> <ol style="list-style-type: none"> 10. identify management systems and risk controls in use and react to what is happening systematically, using observation, questioning, listening, fire safety knowledge and the person[s] risk assessment as appropriate 11. identify positive aspects of fire safety performance on which further change and development can be built 12. compare your findings with existing standards and against the principles of risk assessment and control to identify if any risk gap[s] exist 13. Assess compliance with the requirements of the Fire Safety Order 14. Assess the suitability of the arrangements and provisions identified against the requirements of the Fire Safety Order taking account of relevant regulatory requirements and guidance 15. Apply professional judgement in order to complete the audit process in line with national guidance and organisational policies 16. where risks are inadequately controlled identify the areas of non-compliance and assess the risk posed to relevant persons 17. P13 where risks are inadequately controlled, select acceptable options to close the risk gap to ensure minimum standards 18. P14 identify the action you intend and the responsible person[s] needs to take, which may include enforcement, and assess the likely impact on the person[s], their property or business, relevant persons and others 19. where appropriate, obtain specialist advice to support your assessment, where factors influencing risk are outside of your own personal level of expertise 20. make accurate records of your findings, advice provided and actions taken 	
<p>Relevant Competencies</p>	<p>GRIP</p>	
<p>Context</p>	<p>A1</p>	<p>Understanding of the role of regulation as a tool of Government</p>
	<p>A2</p>	<p>Ability to work within the wider regulatory framework</p>
	<p>A3</p>	<p>Ability to work towards your organisation's regulatory objectives</p>
	<p>A4</p>	<p>Ability to work with the legislation relevant to your regulatory function(s)</p>

	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
	B4	Understanding of risk management in a business
Understanding those you regulate	C1	Understanding of the current business environment and the business sector(s) regulated
	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C3	Understanding of the factors that affect business approaches to compliance
	C4	Ability to engage constructively with business
	C5	Ability to tailor your approach to businesses and individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E1	Ability to prepare appropriately for checks on compliance
	E2	Ability to conduct checks in a proportionate manner
	E3	Ability to be responsive to the circumstances encountered
	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Supporting compliance	F1	Understanding of the need for compliance support amongst those you regulate
	F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
	F3	Ability to communicate in appropriate ways to suit the circumstances
	F4	Ability to provide the information and guidance that is needed by those you regulate

	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
	G4	Ability to prepare and implement effective responses to non-compliance
	G5	Ability to provide appropriate support for those adversely affected by non-compliance
Evaluation	H1	Ability to monitor and report on your activities and performance

Proposed NOS: FS3 - Enforcing the provisions of the Fire Safety Order / Draft and serve notices	
Overview	<p>This standard is about enforcing statutory provisions on behalf of your regulatory authority. You will determine which enforcement options are appropriate, draft notices appropriately and understand the requirements for service of notices described within the relevant home nation's legislation.</p> <p>There are three elements</p> <ol style="list-style-type: none"> 1 Determining the appropriate enforcement mechanism 2 Drafting enforceable notices 3 Serving notices <p>Target Group</p> <p>This standard is recommended for Regulators who are authorised to take enforcement action under the Fire Safety Order</p>
Knowledge You need to know and understand:	<ol style="list-style-type: none"> 1. how to establish and work within the aims and objectives of the regulatory authority 2. how the various types of statutory notices, licences and approvals may be used by regulators to achieve desired outcomes 3. how to identify appropriate enforcement action, including types of notice and instituting proceedings 4. how to apply regulatory authority policy on the process of issuing notices and the circumstances in which they can, should and must be issued, referring to any internal procedure, policy or arrangements 5. how notices should be drafted to make sure that they are accurate, clear and legally enforceable 6. methods of service for notices to meet legal requirements 7. how to withdraw or extend notices 8. the relationship between fire safety law and the legal system
Performance Criteria	<p>Determining the appropriate enforcement mechanism</p> <ol style="list-style-type: none"> 1. apply relevant organisational policy and guidance to determine the appropriate enforcement mechanism 2. Identify the reason for serving the notice, including breaches, reasons why and measures to be taken aligned to the duties of the responsible person[s] <p>Drafting the notice</p> <ol style="list-style-type: none"> 3. identify the appropriate responsible person/s on whom the

		<p>notice is to be served</p> <ol style="list-style-type: none"> 4. decide upon the type, content, compliance date and any conditions (schedule) of the notice to be issued taking account of relevant local, national, international and regulatory requirements 5. ensure that the detail of the notice is accurate 6. make sure that the action required by the notice will ensure compliance with legislation 7. make sure that the notice is enforceable 8. ensure relevant consultation is undertaken with other enforcing authorities when required <p>Serving the Notice</p> <ol style="list-style-type: none"> 9. Make sure the notice is correctly served in accordance with legislative requirements including advice on appeals 10. Ensure service of the notice is recorded in line with organisational procedures 11. Provide copies of the notice to any other relevant enforcing authority[s]
Relevant Competencies	GRIP	
Context	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
	B4	Understanding of risk management in a business
Understanding those you regulate	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations

	D4	Ability to plan your work, and that of your team
Checking compliance	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
	G4	Ability to prepare and implement effective responses to non-compliance
	G5	Ability to provide appropriate support for those adversely affected by non-compliance
Evaluation	H1	Ability to monitor and report on your activities and performance

Proposed NOS: FS4 - Investigating Offences under the Fire Safety Order

<p>Overview</p>	<p>This standard is about the planning, gathering and carrying out of criminal investigations for enforcement action or other formal proceedings in accordance with the requirements of the home nation's legislation including attendance at Court or Tribunals for the purpose of a legal hearing. You may be required to provide evidence in various capacities and must ensure all notes, reports and evidence are prepared in an accurate and timely fashion in accordance with relevant procedural guidance and legislation.</p> <p>There are four elements</p> <ol style="list-style-type: none"> 1 Plan and prepare an investigation for fire safety regulation 2 Conduct an investigation for the purpose of fire safety regulation 3 Collate evidence for the purpose of fire safety regulation 4 Attending court to support the legal process and / or give evidence Present evidence relating to fire safety to court and other formal proceedings <p>Target Group</p> <p>This standard is recommended for Regulators who are required to undertake criminal investigations.</p>
<p>Knowledge You need to know and understand:</p>	<ol style="list-style-type: none"> 1. legal powers and enforcement duties under fire safety legislation 2. organisational fire safety policy and the related procedures 3. how to operate and manage within a legal and regulatory framework 4. law and regulations that govern the gathering of evidence 5. the taking of witness statements and conducting interviews 6. how to identify and evaluate different sources of evidence, physical and documentary evidence, photographic evidence, laboratory testing of items and substances, and evidence from witnesses 7. how to access, interpret and provide relevant information and data 8. how to identify and apply procedural legislation which must be followed to bring a case to court in line with the home nation's legislation (e.g. in England and Wales currently, Police and Criminal Evidence Act and associated Codes of Practice, Criminal Procedure and Investigations Act)

	<ol style="list-style-type: none"> 9. the roles, responsibilities, level of authority and requirements of yourself and others within the context of formal proceedings 10. how to access sources of specialist support, advice and information 11. how to communicate with a wide variety of people and make effective use of techniques of persuasion and negotiation 12. how to use questioning and listening skills to obtain relevant information 13. how to give evidence effectively in a court or hearing 14. Court procedures and the nature of giving evidence 15. the permitted liaison with victims, witnesses and defendants
<p>Performance Criteria</p>	<p>Plan and prepare an investigation</p> <ol style="list-style-type: none"> 1. identify or assess whether an offence may have taken place 2. Identify parties who form part of the investigation including witnesses and suspects <p>Conducting an investigation</p> <ol style="list-style-type: none"> 3. identify likely sources of evidence and assess their relevance to the potential enforcement action being considered 4. identify the need for any immediate action to obtain and preserve evidence 5. take action to minimise the effect of actual or potential risk 6. inform relevant persons of your actions 7. determine and gather potential evidence 8. ensure the relevant rules are followed to ensure continuity and admissibility of evidence 9. obtain statements from witnesses using relevant statutory powers 10. Plan, arrange and conduct formal interviews under caution 11. use questioning and listening skills to obtain relevant information 12. inform responsible and relevant persons of your actions 13. consistently maintain health, safety and security of yourself and others 14. request further support or expert help when necessary <p>Collate evidence for the purpose of fire safety regulation</p> <ol style="list-style-type: none"> 15. collate evidence and information to support the decision that an offence has taken place

		<p>16. identify all materials that may be required for disclosure</p> <p>17. prepare accurate reports and evidence in an appropriate and logical sequence</p> <p>18. ensure you communicate with relevant departments to ensure a consistent approach</p> <p>19. actively seek feedback and review meetings in order to inform and improve future practices</p> <p>Attending Court</p> <p>20. ensure availability of evidence and exhibits within your area of responsibility taking steps to ensure their continuity and integrity</p> <p>21. ensure you consider your evidence in advance of any hearing and ensure you are in possession of any appropriate notes or statements</p> <p>22. ensure you communicate with relevant departments to ensure a consistent approach</p> <p>23. ensure availability of evidence and exhibits within your area of responsibility taking steps to ensure their continuity and integrity</p> <p>24. ensure your appearance and behaviour conforms to acceptable professional standards at all times and is in accordance with the rules of the court or proceeding</p>
Relevant Competencies	GRIP	
Context	A1	Understanding of the role of regulation as a tool of Government
	A2	Ability to work within the wider regulatory framework
	A3	Ability to work towards your organisation's regulatory objectives
	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Understanding those you regulate	C1	Understanding of the current business environment and the business sector(s) regulated
	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C5	Ability to tailor your approach to businesses and individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention

		choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E3	Ability to be responsive to the circumstances encountered
	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
	G3	Ability to conduct thorough investigations of non-compliance and allegations of non-compliance
	G4	Ability to prepare and implement effective responses to non-compliance
	G5	Ability to provide appropriate support for those adversely affected by non-compliance
Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities

Proposed NOS: FS5 - Support the management of risks at incidents

<p>Overview</p>	<p>This standard is about fire safety specialists or site safety specialists advising and supporting the Incident Commander or person with the delegated responsibility of the Incident Commander at an incident. Individuals will work at their personal level of responsibility and authority for providing advice and information, as well as progressing enforcement issues where relevant.</p> <p>There are three elements</p> <ol style="list-style-type: none"> 1 Obtain information to assist with the management of risks at incidents 2 Advise on the management of risks during incidents 3 Advise on the passive and active fire safety measures in the premises <p>Target Group</p> <p>The standard is recommended for Practitioners, i.e. anyone who is employed or contracted to work with others in an organisation - managers, owners and/or occupiers - to ensure that, within the scope of their responsibility, suitable and sufficient fire safety arrangements are made and maintained.</p> <p>It is also appropriate for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.</p>
<p>Performance Criteria</p>	<p>Obtain information to assist with the management of risks at incidents</p> <ol style="list-style-type: none"> 1. seek information relevant to an incident from all available sources 2. establish identity of key persons, and obtain available current plans and the status of the incident 3. determine critical risks associated with incident type and status 4. prioritise risks and their potential effect on people, property and the environment 5. determine factors which may influence the level of risk associated with an incident 6. liaise with other agencies involved in an incident to establish current roles and responsibilities with the aim of supporting the incident commander 7. evaluate risks to personnel and the need for personal protective measures for self and others

	<p>Advise on the management of risks during incidents</p> <p>8. inform Incident Commander or person with the delegated responsibility on known issues affecting access and egress</p> <p>9. inform Incident Commander or person with the delegated responsibility on identified risks and factors influencing their potential escalation</p> <p>10. respond to requests for information and advice regarding safety of people, property and the environment</p> <p>11. liaise with the responsible person(s) to maintain currency of information concerning risks associated with the incident</p> <p>Advise on the passive and active fire safety measures within the premises.</p> <p>12. advise Incident Commander or person with the delegated responsibility on the associated fire safety measures within the premises</p> <p>13. advise Incident Commander or person with the delegated responsibility on the potential cause and effects of the associated fire safety measures within the premises</p>	
<p>Knowledge You need to know and understand:</p>	<p>14. the methods and techniques for gathering and interpreting relevant data and associated information</p> <p>15. the principles and methodology for risk assessment and their application</p> <p>16. own personal capabilities, limitation, level of authority and responsibility in the evaluation of risk assessments and when to seek advice from others</p> <p>17. the sources of relevant information and how to access them, in relation to safety at multi-agency incidents</p> <p>18. the methods for the protection of life in the event of an incident, including facilities required to assist fire-fighters</p> <p>19. the methods for prevention of the escalation of the incident and their application in a range of contexts</p> <p>20. the importance of considering business continuity in the event of an incident which interrupts normal activity</p> <p>21. the relevant legislative framework and the mechanisms of enforcement in new, altered and existing buildings</p>	
<p>Relevant Competencies</p>	<p>GRIP</p>	
<p>Context Risk Assessment Planning your activities</p>	<p>A2</p>	<p>Ability to work within the wider regulatory framework</p>
	<p>A4</p>	<p>Ability to work with the legislation relevant to your regulatory function(s)</p>
	<p>B2</p>	<p>Ability to gather, analyse, use and share data to inform risk assessment</p>
	<p>B3</p>	<p>Ability to use risk assessment to guide your</p>

		activities
	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
Supporting compliance	F4	Ability to provide the information and guidance that is needed by those you regulate
	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
	H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities
Context	A2	Ability to work within the wider regulatory framework
	A4	Ability to work with the legislation relevant to your regulatory function(s)
Risk Assessment	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
Supporting compliance	F4	Ability to provide the information and guidance that is needed by those you regulate
	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate

Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
	H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities

Proposed NOS: FS6 - Review fire safety matters relating to existing or proposed construction	
Overview	<p>This standard is about commenting on the suitability of the fire safety provisions associated with the design, construction, alteration and use of premises. Individuals will work within their personal level of responsibility and authority for providing advice and information and dealing with compliance issues.</p> <p>There are two elements</p> <ol style="list-style-type: none"> 1 Evaluate plans to ensure fire safety provisions are appropriate for the design and use of the premises 2 Report on the suitability of the proposed fire safety provisions <p>Target Group</p> <p>The standard is recommended for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.</p> <p>It is also appropriate for Practitioners, i.e. anyone who is employed or contracted to work with others in an organisation - staff, owners and/or occupiers - to ensure that, within the scope of their responsibility, suitable and sufficient fire safety arrangements are made and maintained.</p>
Performance Criteria	<p>Evaluate plans to ensure fire safety provisions are appropriate for the design and use of the premises</p> <ol style="list-style-type: none"> 1. obtain sufficient information from all available sources to enable an evaluation of the submission 2. identify the national and international standards and guidance relevant to the type and nature of the submission 3. assess the fire safety provisions associated with the submission 4. assess the submission against the appropriate national and international design standards or guidance 5. where further information becomes available, continually assess the adequacy of fire safety measures 6. where appropriate, obtain specialist advice to support the assessment, where factors influencing risk are outside of your own personal level of expertise 7. assess the impact of the proposed plans on existing fire safety arrangements when altering or adapting premises <p>Report on the suitability of the proposed fire safety</p>

	<p>provisions</p> <ol style="list-style-type: none"> 8. report at a sufficient level of detail and clarity to ensure understanding by all recipients 9. report accurately, in agreed format and within the agreed timescale 10. indicate whether plans comply with current legislation and relevant standards 11. advise on action required to meet legal and statutory requirements and the implications of non-compliance 12. specify the results of your assessment including any recommendations for further action
<p>Knowledge You need to know and understand:</p>	<ol style="list-style-type: none"> 1. the regulations, codes of practice and guidance associated with building construction or alteration, including national and international standards 2. the factors influencing the selection of regulations, codes of practice and guidance associated with specific design, construction or alteration plans 3. the relevant legislative framework and the mechanisms of enforcement in new, altered and existing buildings 4. the steps you would take to work with the appropriate person and where relevant other partners in order to achieve a satisfactory level of fire safety 5. how to access sources of specialist support, advice and information 6. the methodologies, tools, techniques for risk assessment and their correct application 7. the factors influencing the impact of proposed construction or alteration during and after implementation, on the existing fire safety systems 8. the range and type of building materials, their classifications, specifications and limitations 9. the interaction between different building materials under varying circumstances 10. the compatibility of different types of building materials under varying circumstances 11. the methods of testing materials and the limitations of each 12. the likely and possible consequences of inappropriate selection, or incorrect use, location, orientation or interaction of materials 13. how workmanship can affect the fire performance of a building 14. the role and importance of technical and schematic plans
<p>Relevant Competencies</p>	<p>GRIP</p>
<p>Context</p>	<p>A1 Understanding of the role of regulation as a</p>

		tool of Government
	A2	Ability to work within the wider regulatory framework
	A3	Ability to work towards your organisation's regulatory objectives
	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
	B4	Understanding of risk management in a business ¹ context ¹ The term 'business' (for core competencies) is used throughout to denote a regulated entity. Some regulated entities are not businesses but may, for example, be individuals acting in a private capacity. Many of the core competencies will apply equally in these cases.
Understanding those you regulate	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C3	Understanding of the factors that affect business approaches to compliance
	C4	Ability to engage constructively with business
	C5	Ability to tailor your approach to businesses and individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E1	Ability to prepare appropriately for checks on compliance
	E2	Ability to conduct checks in a proportionate manner
	E3	Ability to be responsive to the circumstances

		encountered
	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Supporting compliance	F1	Understanding of the need for compliance support amongst those you regulate
	F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
	F3	Ability to communicate in appropriate ways to suit the circumstances
	F4	Ability to provide the information and guidance that is needed by those you regulate
	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
	H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities

Proposed NOS: FS8 - Review fire safety matters relating to premises under construction, demolition and alteration	
Overview	<p>This standard is about advising on the fire risks associated with premises under construction, demolition or alteration. Individuals will work within their personal level of responsibility and authority with regard to providing advice and information and dealing with compliance issues.</p> <p>There are two elements</p> <ol style="list-style-type: none"> 1 Assess fire risks associated with planned construction, demolition and alteration 2 Evaluate and advise on the appropriateness of the proposed controls to manage fire risks to relevant persons <p>Target Group</p>

	<p>The standard is recommended for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.</p>
<p>Knowledge You need to know and understand:</p>	<ol style="list-style-type: none"> 1. the methodologies for fire risk assessment and their application 2. the critical hazards and risks associated with structures undergoing construction, demolition or alteration 3. the substances and materials used in construction, alteration and demolition which may present specific risks, including the interaction between them 4. the likely effects of an incident on the structure and surrounding areas 5. the range of control measures applicable to sites and surrounding areas where construction, demolition or alteration is planned or underway 6. the short and long term management of risks in a situation of construction, alteration or demolition 7. the steps you would take to work with the responsible person(s) in order to achieve a satisfactory level of fire safety 8. the relevant legislative framework and the mechanisms of enforcement in premises under construction, alteration or demolition whether occupied or unoccupied 9. the agencies involved in the provision of advice on fire safety issues associated with construction, demolition and alteration and their respective roles and responsibilities 10. own personal level of competence, expertise, authority and limitations 11. sources of specialist advice and how to access these
<p>Performance Criteria You must be able to:</p>	<p>Assess fire risks associated with planned construction, demolition and alteration</p> <ol style="list-style-type: none"> 1. identify the methodology used for risk assessment and the rationale for its selection 2. assess the suitability of the chosen methodology for the working context, the size and nature of premises 3. assess the sufficiency of the chosen methodology in relation to the complexity of actual and potential risks associated with construction, demolition or alteration 4. liaise with other relevant agencies to advise on the choice of methodology at sufficient level of detail to assist with future action 5. advise on action required to meet legal and statutory

		<p>requirements and the implications of non-compliance</p> <p>Evaluate and advise on the appropriate controls to manage fire risks to relevant persons</p> <ol style="list-style-type: none"> 6. prioritise hazards and identified risks in relation to the possible effect on the safety of relevant persons 7. assess proposed options to prevent incidents and to control critical risks 8. assess proposed options to manage fire risks to relevant persons 9. establish the feasibility of proposed control measures with regard timescales and their effectiveness 10. advise on the implications of implementing inadequate control measures and the consequences of such decisions 11. advise on action required to meet legal and statutory requirements and the implications of non-compliance
Relevant Competencies	GRIP	
Context	A1	Understanding of the role of regulation as a tool of Government
	A2	Ability to work within the wider regulatory framework
	A3	Ability to work towards your organisation's regulatory objectives
	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
Understanding those you regulate	C1	Understanding of the current business environment and the business sector(s) regulated
	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
	C3	Understanding of the factors that affect business approaches to compliance
	C4	Ability to engage constructively with business
	C5	Ability to tailor your approach to businesses and individuals that you interact with
Planning your activities	D1	Ability to act within your role and area(s) of responsibility

	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E1	Ability to prepare appropriately for checks on compliance
	E2	Ability to conduct checks in a proportionate manner
	E3	Ability to be responsive to the circumstances encountered
	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Supporting compliance	F1	Understanding of the need for compliance support amongst those you regulate
	F2	Ability to promote the importance of compliance, and your organisation's role in supporting compliance
	F3	Ability to communicate in appropriate ways to suit the circumstances
	F4	Ability to provide the information and guidance that is needed by those you regulate
	F5	Ability to provide the tailored advice that is needed by those you regulate, where appropriate
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
Evaluation	H1	Ability to monitor and report on your activities and performance
	H2	Ability to evaluate your activities in relation to your regulatory objectives and your organisation's strategic priorities
	H3	Understanding of the value of feedback from those you regulate, and the beneficiaries of regulation in informing future activities

Proposed NOS: FS9 - Review fire safety measures at licensed premises	
Overview	<p>This standard is about auditing and assessing the fire safety measures in relation to premises that are licensed. The context of this standard may vary in different Authority areas due to the regulatory requirements therein.</p> <p>There are two elements</p> <ol style="list-style-type: none"> 1 Determine risks in respect of the specific risks 2 Recommend controls to manage the specific risks <p>Target Group</p> <p>The standard is recommended for Practitioners, i.e. anyone who is employed or contracted to work with others in an organisation - managers, staff, trade unions, owners and/or occupiers - to ensure that, within the scope of their responsibility, suitable and sufficient fire safety arrangements are made and maintained.</p> <p>It is also appropriate for Regulators, i.e. anyone who has the responsibility for ensuring the requirements of Fire Safety and associated regulation are being met through cooperation or enforcement.</p>
Knowledge You need to know and understand:	<ol style="list-style-type: none"> 1. how to establish and work within the aims and objectives of the regulatory authority 2. how the various types of statutory notices, licences and approvals may be used by regulators to achieve desired outcomes 3. how to identify appropriate enforcement action, including types of notice and instituting proceedings 4. how to apply regulatory authority policy on the process of issuing notices and the circumstances in which they can, should and must be issued, referring to any internal procedure, policy or arrangements 5. how notices should be drafted to make sure that they are accurate, clear and legally enforceable 6. methods of service for notices to meet legal requirements 7. how to withdraw or extend notices 8. the relationship between fire safety law and the legal system
Performance Criteria	<p>Determining the appropriate enforcement mechanism</p> <ol style="list-style-type: none"> 9. apply relevant organisational policy and guidance to determine the appropriate enforcement mechanism 10. identify the reason for serving the notice, including breaches, reasons why and measures to be taken aligned to the duties of the responsible person[s]

	<p>Drafting the notice</p> <ol style="list-style-type: none"> 11. identify the appropriate responsible person/s on whom the notice is to be served 12. decide upon the type, content, compliance date and any conditions (schedule) of the notice to be issued taking account of relevant local, national, international and regulatory requirements 13. make sure that the detail of the notice is accurate in all respects 14. make sure that the action required by the notice will ensure compliance with legislation 15. make sure that the notice is enforceable 16. ensure relevant consultation is required with other enforcing authorities as required <p>Serving the Notice</p> <ol style="list-style-type: none"> 17. make sure the notice is correctly served in accordance with legislative requirements including advice on appeals 18. ensure service of the notice is recorded in line with organisational procedures 19. provide copies of the notice to any other relevant enforcing authority[s] 	
Relevant Competencies	GRIP	
Context	A4	Ability to work with the legislation relevant to your regulatory function(s)
	A5	Ability to work within your organisation's regulatory policies and procedures
Risk Assessment	B1	Ability to assess regulatory risks
	B2	Ability to gather, analyse, use and share data to inform risk assessment
	B3	Ability to use risk assessment to guide your activities
	B4	Understanding of risk management in a business
Understanding those you regulate	C2	Understanding of how regulation and the way it is enforced can impact on the business communities and individual businesses regulated
Planning your activities	D1	Ability to act within your role and area(s) of responsibility
	D2	Ability to make appropriate intervention choices, drawing on your understanding of the context in which you operate, of those that you regulate, and of the use of risk-based

		approaches so as to have the greatest impact
	D3	Ability to work effectively with other organisations
	D4	Ability to plan your work, and that of your team
Checking compliance	E4	Ability to make informed assessments of compliance and risk
	E5	Ability to follow-up on checks on compliance in an appropriate manner
Responding to non-compliance	G1	Ability to select proportionate responses to non-compliance and potential non-compliance
	G2	Ability to communicate effectively with businesses that have failed to comply
	G4	Ability to prepare and implement effective responses to non-compliance
	G5	Ability to provide appropriate support for those adversely affected by non-compliance
Evaluation	H1	Ability to monitor and report on your activities and performance

SERVICE DELIVERY > PROTECTION

Protection

Date of approval: 02/09/2021
Date of issue: 03/09/2021
Review date: 30/09/2024
Reference number: FSD-PRO01

DESIRED OUTCOME

A fire and rescue service that improves the safety and wellbeing of its communities by reducing risks and incidents in the built environment. It does this through educating and regulating those responsible for keeping buildings safe to adopt safer behaviours and delivering proportionate and robust fire protection activities, complying with its statutory responsibilities.

One with a competent protection workforce which are targeted in line with its community risk management plan, utilising data and business intelligence to optimise resources. It proactively plans, responds and adapts to the diverse and changing needs of its community, ensuring its services are equally available to all.

A service with a learning and sharing culture, working collaboratively with others where appropriate, seeking to improve and innovate protection activities. One that contributes to a more consistent national approach to reducing risk and keeping communities safe.

WHAT IS REQUIRED TO MEET THE FIRE STANDARD

A fire and rescue service **must**:

Identifying risk and gathering evidence

1. Identify and understand its risk profile related to the built environment, including premises they need to regulate, through its community risk management planning;
2. Carry out appropriate equality impact assessments with those responsible for keeping premises safe, to assist them in understanding how best to support vulnerable occupants, striving to ensure equality of safety provision;
3. Gather and maintain an accurate risk profile and supporting information about relevant premises in a manner that is compliant with legislation;

4. Make available information about premises to all employees who need it when required, allowing them to be informed, stay safe and effectively carry out their duties;
5. Ensure there is a mechanism for employees to feedback any new or emerging information or risks about buildings as a result of them carrying out their duties, to enable it to maintain an accurate risk profile;

Decision making, planning and deployment of resources

6. plan and deliver effective and robust protection activities to mitigate and reduce the risks identified through its community risk management planning in compliance with the Regulator's Code and the principles of Better Regulation;
7. maintain an ability to deliver necessary statutory protection activities at all times;
8. plan and deliver engagement with those who are responsible for keeping relevant premises safe to provide advice and education in a constructive and helpful way on matters relating to fire safety, petroleum, and explosives legislation, including:
 - - working to reduce the number of Unwanted Fire Signals (UwFS) that are generated from premises protected by automatic fire detection and fire alarm systems; and
 - actively promoting and supporting Primary Authority Partnership schemes in compliance with relevant Primary Authority legislation, where appropriate. plan and deliver engagement with those who are responsible for keeping relevant premises safe to provide advice and education in a constructive and helpful way on matters relating to fire safety, petroleum, and explosives legislation, including:
9. Respond to statutory and non-statutory consultations, where the service is a regulator, in a timely and appropriate way;
10. collaborate with fire and rescue services and other partners to deliver protection and enforcement activities in the most efficient and effective way possible;

Training, competence and capacity

11. recruit, train, develop and maintain a competent and professional protection workforce by
 - - adopting the Competency Framework for Fire Safety Regulators (the framework), where relevant to the role and embedding it into local policies, procedures, tailored guidance, and training materials; and
 - recording and monitoring competence.
12. have in place necessary succession planning and processes to maintain a sustainable competent protection workforce;
13. provide support to operational response employees and any other employees undertaking protection activities to build knowledge and understanding;

Evaluation and improvement

14. demonstrate how it monitors and evaluates the effectiveness, efficiency and impact of its protection activities; and
15. generate a culture which embraces national and organisational learning allowing it to identify and capture feedback from a range of sources; evaluate, share and act upon it to drive innovation and continuous improvement and enhance future performance;

A specific Fire Investigation Fire Standard is under development which will provide more detail. However, where Fire Investigation is managed within its protection function, a fire and rescue service **must**:

16. investigate, report on and learn from the cause and behaviour of fires, working with others when appropriate.

Where Petroleum or Explosives regulation is managed within its protection function, a fire and rescue service **must**:

17. investigate, report on and learn from causes of petroleum and explosives related incidents.

To support this Fire Standard, a fire and rescue service **should**:

18. Maximise opportunities gained from supporting the National Fire Chiefs Council (NFCC) network by sharing learning and experiences, collaborating with others and contributing to the continual improvement of fire protection activities;
19. Contribute and support national campaigns and initiatives, where appropriate and where resources are available.

EXPECTED BENEFITS OF ACHIEVING THE FIRE STANDARD

1. Reduction in incidents, injuries, and fatalities and improved community safety due to services supporting businesses with compliance.
2. Improved regulatory compliance relating to fire safety, petroleum, and explosives.
3. Improved competency and capacity in the protection workforce.
4. Improved evaluation to increase the efficiency and effectiveness of protection activities.

LEGAL REQUIREMENTS OR MANDATORY DUTIES

The key legislation, regulation, and duties linked to a Fire and Rescue Service's protection function can include (but is not limited to) the following:

[Regulatory Reform \(Fire Safety\) Order](#)

[Environment and Safety Information Act](#)

[The Petroleum \(Consolidation\) Regulations](#)

[The Explosives Regulations](#)

[Fire and Rescue National Framework for England](#)

[Building Safety Bill](#)

[Construction \(Design and Management\) Regulations](#)

[Fire Safety and Safety of Places of Sport Act](#)

[Police and Criminal Evidence Act](#)

[Regulators Code](#)

[Criminal Procedures and Investigations Act \(CPIA\)](#)

[Regulatory Enforcement and Sanctions Act](#)

LINKED QUALIFICATIONS, ACCREDITATIONS OR FIRE STANDARDS

- [Code of Ethics Fire Standard](#)
- [Community Risk Management Planning Fire Standard](#)
- Apprenticeships
 - [Fire Safety Advisor](#)
 - [Fire Safety Inspector](#)
 - [Fire Safety Engineer](#)
- Fire Investigation Fire Standard (Link will be added when published)
- [Prevention Fire Standard](#)

For all buildings regulated under the Regulatory Reform (Fire Safety) Order 2005:

- Non-Fire Safety Specialist personnel – appropriate fire safety training
- Fire Safety Advisor – Level 3 Certificate in Fire Safety
- Fire Safety Inspector – Level 4 Diploma in Fire Safety
- Fire Safety Competent Manager – Level 4 Diploma in Fire Safety
- Fire Engineering Design Technician – Level 5 Diploma in Fire Safety Engineering Design
- Fire Safety Engineer – Level 6 Degree in Fire Safety Engineering and/or MSc/MEng in Fire Safety Engineering
- Senior Fire Safety Engineer – Level 7 MSc/MEng in Fire Safety Engineering (or equivalent) and Chartered Engineer with the Engineering Council.

For Higher Risk Premises:

- Fire Safety Inspector – Level 4 Diploma in Fire Safety and relevant registration with a professional body
- Fire Safety Competent Manager – Level 4 Diploma in Fire Safety and relevant registration with a professional body
- Fire Engineering Design Technician – Level 5 Diploma in Fire Engineering Design and registration as an Engineering Technician with the Engineering Council.
- Fire Safety Engineer – Level 6 Degree in Fire Engineering and/or MSc/MEng in Fire Engineering and actively working towards Incorporated or Chartered Engineer with the Engineering Council.

GUIDANCE AND SUPPORTING INFORMATION

- [Competency Framework for Fire Safety Regulators](#)
- [Work Related Death Protocol \(WRDP\)](#)
- [Fire and Rescue National Framework for England](#)
- [Code of Practice \(Fire Investigation\)](#)
- [CFOA Guidance for the Reduction of False Alarms & Unwanted Fire Signals](#)
- [NFCC Primary Authority Partnerships](#)

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Home Office

Lord Greenhalgh
Minister of State for Building Safety, Fire
and Communities

2 Marsham Street
London SW1P 4DF
www.gov.uk/home-office

To: All Chief Fire Officers
By Email Only

30 September 2021

Chief Fire Officers,

Publication of GTI Quarterly Thematic Update

The fire at Grenfell Tower showed us all the urgent need for change across fire and rescue services. We owe it to the victims, their loved ones and our communities across the country to ensure lessons are learnt and improvements are made.

Therefore, I write to urge all of you to join me in redoubling our focus and determination in delivering the Inquiry's recommendations.

Residents in high-risk buildings across England deserve clarity on the action their fire and rescue service is taking to keep them safe. This is why I have agreed with NFCC and LFB leadership that we must make the information we provide to communities as clear and coherent as possible. This will be achieved by publishing a combined quarterly thematic report on all actions being taken by local and national bodies, starting this month.

This is an important step in increasing transparency, and I am very grateful for your engagement with the recent National Fire Chiefs Council survey which has provided the data needed for this.

The Government has always been clear that the recommendations from the phase 1 report are not just for metropolitan areas, and that service wide action is needed. This is why we provided additional financial assistance to every FRS from the Government Infrastructure Fund to assist with recommendation implementation. I ask you to redouble your efforts to ensure the transformational change required by the recommendations takes real and lasting effect within your communities. Building on the need to show clear transparency, my intention is to move to a system in which activity is RAG rated in future publications of the thematic which will better highlight the progress made and where further work is needed. My officials will work with the NFCC to establish the most appropriate approach for this and will keep you informed.

None of us will ever forget the tragic events that unfolded on the 14th June 2017, nor the 72 people who lost their lives as a result. As we approach the second anniversary of the Phase 1 report we must show we have learnt the lessons from it, and be seen to have done so, so that we can rebuild confidence within our communities.



Lord Greenhalgh
Minister of State for Building Safety, Fire and Communities at
Ministry of Housing, Communities & Local Government and Home Office



Fire Safety Act 2021

2021 CHAPTER 24

An Act to make provision about the application of the Regulatory Reform (Fire Safety) Order 2005 where a building contains two or more sets of domestic premises; and to confer power to amend that order in future for the purposes of changing the premises to which it applies. [29th April 2021]

BE IT ENACTED by the Queen's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:—

1 Premises to which the Fire Safety Order applies

In article 6 of the Regulatory Reform (Fire Safety) Order 2005 ([S.I. 2005/1541](#)) (application to premises)—

- (a) in paragraph (1)(a) (excluded premises), after “except to the extent mentioned in” insert “paragraph (1A) or”;
- (b) after paragraph (1) insert—

“(1A) Where a building contains two or more sets of domestic premises, the things to which this order applies include—

- (a) the building's structure and external walls and any common parts;
- (b) all doors between the domestic premises and common parts (so far as not falling within sub-paragraph (a)).

(1B) The reference to external walls includes—

- (a) doors or windows in those walls, and
- (b) anything attached to the exterior of those walls (including balconies).”;

- (c) in paragraph (2), for “paragraph” substitute “provisions”.

2 Power to change premises to which the Fire Safety Order applies

- (1) The relevant authority may by regulations amend the Regulatory Reform (Fire Safety) Order 2005 (S.I. 2005/1541)—
 - (a) for the purpose of changing or clarifying the premises to which it applies;
 - (b) in consequence of provision made under paragraph (a).
- (2) The “relevant authority”—
 - (a) in relation to premises in England, means the Secretary of State;
 - (b) in relation to premises in Wales, means the Welsh Ministers.
- (3) The amendments that may be made to the Regulatory Reform (Fire Safety) Order 2005 under subsection (1) include amendments to the provision inserted by section 1.
- (4) The power conferred by subsection (1) includes the power to make transitional or saving provision.
- (5) Before making regulations under subsection (1) the relevant authority must consult anyone that appears to the relevant authority to be appropriate.
- (6) Regulations under subsection (1) are to be made by statutory instrument.
- (7) A statutory instrument containing regulations made by the Secretary of State under subsection (1) may not be made unless a draft of the instrument has been laid before and approved by a resolution of each House of Parliament.
- (8) A statutory instrument containing regulations made by the Welsh Ministers under subsection (1) may not be made unless a draft of the instrument has been laid before and approved by a resolution of Senedd Cymru.

3 Risk based guidance about the discharge of duties under the Fire Safety Order

- (1) Article 50 of the Regulatory Reform (Fire Safety) Order 2005 (S.I. 2005/1541) (guidance) is amended as follows.
- (2) After paragraph (1) insert—

“(1A) Where in any proceedings it is alleged that a person has contravened a provision of articles 8 to 22 or of regulations made under article 24 in relation to a relevant building (or part of the building)—

 - (a) proof of a failure to comply with any applicable risk based guidance may be relied on as tending to establish that there was such a contravention, and
 - (b) proof of compliance with any applicable risk based guidance may be relied on as tending to establish that there was no such contravention.”
- (3) After paragraph (2) insert—

“(2A) Before revising or withdrawing any risk based guidance in relation to relevant buildings the Secretary of State must consult such persons as the Secretary of State considers appropriate.”
- (4) After paragraph (3) insert—

“(4) In this article—

“relevant building” means a building in England containing two or more sets of domestic premises;

“risk based guidance” means guidance under paragraph (1) about how a person who is subject to the duties mentioned there in relation to more than one set of premises is to prioritise the discharge of those duties in respect of the different premises by reference to risk.”

4 Extent, commencement and short title

- (1) This Act extends to England and Wales only.
- (2) Section 1 comes into force—
 - (a) in relation to premises in England, on such day as the Secretary of State may by regulations made by statutory instrument appoint;
 - (b) in relation to premises in Wales, on such day as the Welsh Ministers may by regulations made by statutory instrument appoint.
- (3) Different days may be appointed for different purposes.
- (4) Section 2 comes into force at the end of the period of two months beginning with the day on which this Act is passed.
- (5) Section 3 comes into force at the same time as section 1 comes fully into force in relation to premises in England.
- (6) This section comes into force on the day on which this Act is passed.
- (7) This Act may be cited as the Fire Safety Act 2021.

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The Building Safety Bill was published in draft form 20 July 2020 and was subjected to pre-legislative scrutiny by the Housing, Communities and Local Government Select Committee.

5 July 2021, a new version of the Bill was formally introduced.

The Bill had its second reading 21 July 2021 and entered Committee Stage 9 September 2021.

This Bill establishes a Building Safety Regulator (BSR) within the Health and Safety Executive (HSE) to:

- Implement the new, more stringent, regulatory regime for higher-risk buildings (defined as residential buildings over 18m and – following Local Government Association (LGA) and National Fire Chiefs Council (NFCC) representation – care homes and hospitals over 18m at the design and construction stage).
- Oversee the safety and performance of all buildings.
- Assist and encourage competence among the built environment industry, and registered building inspectors.

Key features of the Bill:

- The Bill places the HSE and local regulators under a duty to cooperate and gives the HSE the power to direct councils and fire and rescue services. The latter power is to be used only in exceptional circumstances and the Bill provides safeguards to prevent it becoming a default option.
- New buildings will have to pass through three regulatory Gateways in relation to safety – at the planning stage, at the final design stage (before construction can begin) and immediately before occupation when construction is complete.
- In occupation, buildings will need to be registered with the BSR and will require a Safety Case (requirements for building owners to assess and manage building safety risks in buildings within scope). The Accountable Person (AP) (essentially the owner or managing agent), will need to maintain a Golden Thread (detailed information) of information about the building.
- The AP will have a duty to listen to residents who raise building safety concerns – and if residents feel ignored, they can raise issues with the BSR.
- Leaseholders will have to pay a Building Safety Charge (BSC) that covers the costs of operating the new regime. The Government has said that the new BSC will not be able to be used to pass on costs to leaseholders for remediation works. However, these will still be chargeable under existing leasehold arrangements, which vary according to leases, but generally allow APs to pass costs on to leaseholders.
- The first stage of the new regime Planning Gateway One began in August 2021 for any planning applications submitted on or after 1 August 2021 as a result of the [Town and Country Planning \(Development Management Procedure and Section 62A Applications\) \(England\) \(Amendment\) Order 2021](#), which requires those seeking planning permission for buildings in scope of the new regime to produce a fire statement to ensure applicants have considered fire safety issues as they relate to land use planning matters (e.g. layout and access) and submit the statement to the local planning authority¹. It also makes the HSE a statutory consultee in those circumstances.

¹ The Town and Country Planning (Development Management Procedure and Section 62A Applications) (England) (Amendment) Order 2021 ,by amending the Town and Country Planning (Development Management

The BSR will rely on Fire and Rescue Services (FRSs), council building control services and environmental health teams to deliver the regime for higher-risk buildings, which is expected to involve Multi-Disciplinary Teams (MDT).

The details of how the regime may operate in practice are being worked on through the Joint Regulators Group (JRG) chaired by the HSE, and involving Department for Levelling Up, Housing and Communities (DLUHC) and the Home Office. Members include Local Authority Building Control (LABC), the LGA and the NFCC.

The Bill impacts councils and fire and rescue authorities as regulators and councils as housing providers. The main issues for local regulators arising from the Bill are:

- The shortage of expertise both inside the fire and rescue service and in private industry, including but not confined to the shortage of fire engineers;
- The funding for training and capacity increase ahead of implementation;
- The operation of the recharging scheme that allows councils and fire and rescue authorities to reclaim the cost of new burdens BSR work from the HSE;
- The interaction of the new Bill and other relevant legislation – the Housing Act, the Fire Safety Order/Fire Safety Act.
- The balance of democratic accountability for local services and the duty to cooperate with the HSE.

The impact of the Bill also interfaces with the impact of the Fire Safety Act (FSA) and associated changes to the Fire Safety Order (FSO), for example:

- The FSA will require building owners to review fire risk assessments on many residential buildings (a prioritisation tool will allow owners to divide stock between properties that require immediate action, action in the medium term and those that need not alter their cycle of updating risk-assessments).
- Regulations will be introduced later this year relating to premises information boxes; fire door checks and lift checks.
- Further announcements are expected from the Home Office on personal emergency evacuation plans (PEEPs).

Timescale:

- The Building Safety Bill is expected to receive Royal Assent in Spring – summer 2022 with commencement of the new regime under the Building Safety Regulator 12-18 months following (earliest April 2023).
- The report of phase two of the Grenfell Tower Inquiry is expected in 2022, which is also expected to contain recommendations for FRSs.

Next steps:

The NFCC continues to work via the JRG and other forums to support the HSE in the effective development of a target operating model towards which FRSs can begin making more detailed plans.

Procedure)(England) Order 2015 and the Town and Country Planning (Section 62A Applications) (Procedure and Consequential Amendments) Order 2013, also introduces a requirement that the fire statement is published on the planning register which each local planning authority must maintain; and introduces a requirement that the HSE is consulted by the local planning authority before the grant of planning permission involving a relevant high-rise residential building.

Appendix 7

In the meantime, Buckinghamshire Fire and Rescue Service will continue to engage nationally with the NFCC and Regionally through the South East working group, to fully understand the implications and demands expected to be placed on the Service.

Including additional resource requirements, development and training of additional fire safety inspecting officers and fire safety engineers, anticipated caseloads, financial implications and governance around implementing the Bill.

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Buckinghamshire & Milton Keynes Fire Authority

Meeting and date: Fire Authority, 8 December 2021

Report title: Health, Safety and Wellbeing Annual Report 2020/21

Lead Member: Councillor Keith McLean

Report sponsor: AC Calum Bell, Head of Protection, Assurance and Development

Author and contact: Ali Quinton, aquinton@bucksfire.gov.uk

Action: Noting

Recommendations: That the Authority note the health, safety and wellbeing performance as detailed in the Health, Safety and Wellbeing Annual Report for 2020/21.

Executive summary: The Health, Safety and Wellbeing Annual Report covers the period 1 April 2020 to 31 March 2021 including:

- COVID-19 pandemic
 - Statistical overview
 - Employee Wellbeing
 - Risk Management
-

Financial implications: If risks are not managed and controlled effectively, they can potentially lead to serious injury and breaches of legislation which can have significant financial implications by way of claims or fines for the Authority. In terms of the pandemic, should the Health and Safety Executive (HSE) conduct a spot COVID audit which finds failings or if they receive a complaint from an employee, they will carry out an investigation and will issue fines to organisations who do not have the required social distancing, personal hygiene and cleaning regimes in place. There is also the potential for reputational damage.

Risk management: Risk management involves understanding, analysing and addressing risk to ensure the Service can achieve its objectives. The COVID-19 pandemic has presented many challenges in terms of managing the associated risks especially as some of the additional activities carried out by employees have been outside of their usual role. Robust measures remain in place across all authority sites to mitigate the risks to staff, visitors and contractors and to protect our staff when they are in the community, so far as is 'reasonably practicable'.

Legal implications: The safety management system is well embedded throughout the Service and its performance is subject to regular audit by peer fire and rescue

services to ensure it remains fit for purpose, as well as ensuring compliance with legislation. If this scrutiny does not take place, it is possible that breaches of health and safety legislation may occur. The pandemic initiated the implementation of additional legislation by the Government which the Service has and will continue to comply with. It has also highlighted the importance of adherence to Section 2 (Employer responsibilities) and Section 7 (Employee responsibilities) of the Health and Safety at Work Act 1974.

Privacy and security implications: A Data Protection Impact Assessment for this report exists and has been reviewed. There are no personal details provided in this report and statistical data is generic rather than specific to protect the identity of those involved. The data collected as part of personal injury safety events is name, date of birth, gender and home address when required for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) reporting – a legislative requirement.

Duty to collaborate: The additional activities undertaken by employees in the response to the pandemic have been part of wider collaboration between partner agencies and local authorities, these include South Central Ambulance (SCAS), Buckinghamshire Council and Milton Keynes Council. Additionally, a mutual assistance agreement was set up between the three Thames Valley fire and rescue services Health and Safety departments in terms of business continuity in the event of a loss of staff due to the pandemic.

Health and safety implications: Since the start of the pandemic the primary focus has been to mitigate the risks associated with the COVID-19 pandemic. Procedures and guidance for staff have been implemented based on the Government’s ‘Working Safely with COVID-19’ documents. Risk assessments have been written and existing ones reviewed, and additional measures have been put in place to support staff in terms of mental health and wellbeing. Normal work activities and existing projects have continued wherever possible.

Environmental implications: N/A

Equality, diversity, and inclusion implications: The data collected as part of personal injury safety events is name, date of birth, gender and home address when required for RIDDOR reporting. Where the number of personal injury safety events is so low that there is the potential for affected individuals to be identified, they are reported generically rather than specifically.

Consultation and communication: As this is a report on Health, Safety and Wellbeing for the year 2020/21 there is no requirement to consult with other stakeholders.

Background papers:

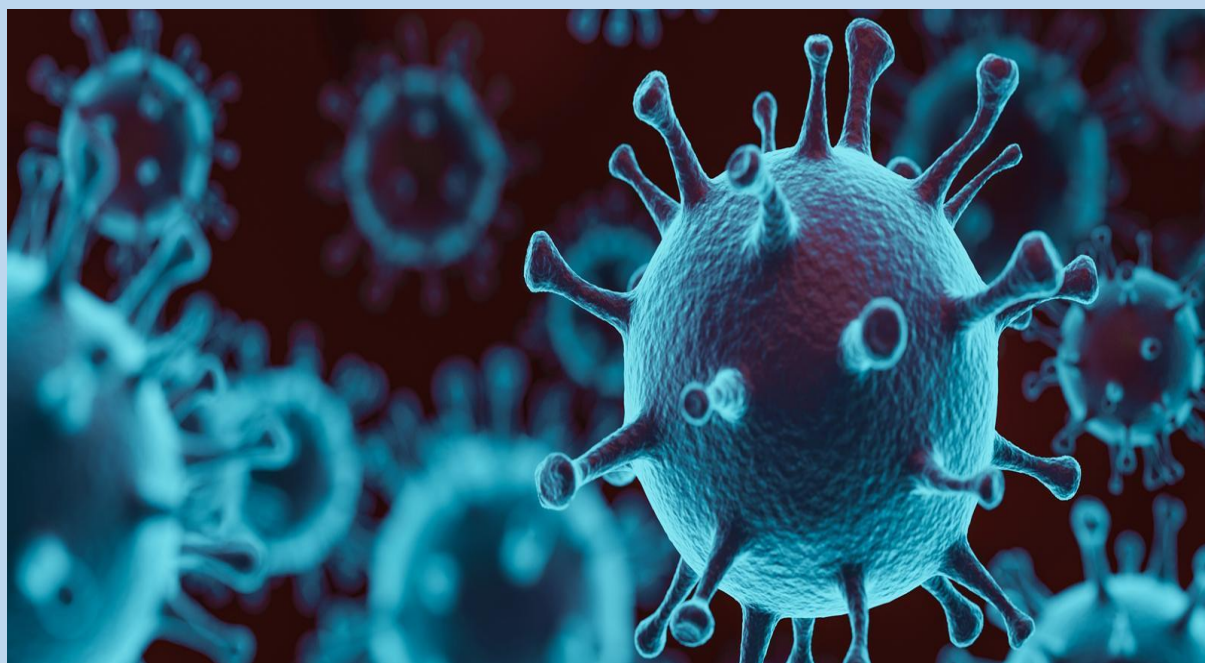
Appendix	Title	Protective Marking
1	Health, Safety and Wellbeing Annual Report 2020/21	

Health, Safety and Wellbeing



Annual Report

2020-21



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Forewords

"I am very pleased to be writing my second foreword to the annual Health, Safety and Wellbeing report. Whilst I wrote last year's foreword it related to the year with only 2 months of Covid-19; this year the whole year has been overshadowed by Covid-19. You will read in the report how well the Service always coped with limited Covid-19 cases due to robust procedures being speedily implemented and being fully operational throughout the year. The external work carried out by some firefighters to support others, including driving ambulances and delivering PPE, along with the dedication from Support staff to ensure operations continued, exemplifies the ethos of the Service. I am proud the Health, Safety and Wellbeing statistics continue to demonstrate how importantly we all treat these matters; however, we should not be complacent and must continue to reduce risks to our employees and the public we serve".

Councillor Keith McLean
Lead Member for Health, Safety and Wellbeing
Buckinghamshire & Milton Keynes Fire Authority

"As a result of the COVID-19 pandemic the way in which we work has changed significantly, with operational staff having to adapt to working with their communities and partner agencies virtually rather than face to face and support staff taking a blended approach of home and office working. Staff across the Service have gone above and beyond to ensure resources remain available to respond to emergency incidents and visit those members of our communities most at risk. Some have also volunteered to serve with South Central Ambulance Service in their hour of need. I am delighted to say that cases of COVID-19 amongst staff have remained low throughout, and this is due to the commitment of our staff in adhering to the rules implemented by the Government. "

Jason Thelwell
Chief Fire Officer and Chief Executive
Buckinghamshire & Milton Keynes Fire Authority

Executive summary

COVID-19 Pandemic: With the advent of the first lockdown in March 2020, much of the year has been devoted to managing the pandemic internally and supporting the communities we serve. All stations/sites remain COVID Secure. The total number of COVID-19 cases for the year 2020/21 is 38 which includes four cases of long COVID.

Our performance: The safety event statistics for the year 2020/21 identify that there has been a decrease in the number of events in five of the seven areas. This is a pleasing result. There has been an increase of 18% in the number of equipment damage safety events; more detail is provided in the report.

Employee Wellbeing: Sickness absence **reduced by 36.4%** and **33%** respectively for Wholetime and On Call employees in 2020/21 when compared to 2019/20. Support staff employee's sickness levels saw an **increase of 18.2%** for the same period. This was mainly due to an increase in *long-term* sickness.

Blue Light Hub: Crews from Great Holm and Bletchley fire stations moved into their new home at West Ashland fire station within the Blue Light Hub on 30 June 2020. The move went well and alerting crews to emergency incidents during the switch was seamless. Overall, they were very happy with their new facilities and have settled in quickly.

Protecting Firefighters against contaminants: Back in 2019, the Fire Brigades Union (FBU) commenced a contaminants project, in conjunction with Professor Anna Stec from the University of Central Lancashire, which involves the analysis of blood, urine and hair to determine if and at what level contaminants are present. As a result of this research the FBU published an interim report - "Minimising firefighters' exposure to toxic fire effluents". We have reviewed the recommendations contained within this interim report and we continue to take all reasonable steps to protect the health and wellbeing of our staff.

Working with others: The pandemic has necessitated the requirement for departments to work more closely together. The Pandemic Response and Recovery groups comprise middle managers and department heads who have worked tirelessly to respond to and recover from COVID-19 throughout the past 18 months.

COVID-19 pandemic

With the advent of the first lockdown in March 2020, much of the year has been devoted to managing the pandemic internally and supporting the communities we serve. Throughout the year the Service has assisted partner agencies and local authorities in a variety of ways from training care home staff in infection control to setting up and managing COVID-19 mass vaccination centres. Other examples, both internal and external are detailed below.

Internally – With the introduction of COVID-19 specific legislation by the Government, it was necessary to ensure that the Service implemented appropriate measures to ensure compliance and to continue to protect employees whilst at work. To achieve this all stations and sites were and remain COVID Secure with the following in place:

- social distancing of two metres
- robust cleaning regimes of stations, sites and vehicles
- personal hygiene – hand washing and the use of hand sanitiser on entry and exit of premises
- reduced maximum occupancy of rooms across the estate
- 50% occupancy of vehicles with the exception of fire appliances
- Face masks to be worn in vehicles
- Face masks to be worn during training activities and incidents
- Appropriate level of PPE to be worn when working in the community and especially when working with people who have COVID-19
- “Working Safely with COVID-19” risk assessments

The Health and Safety team have conducted several reviews of existing COVID-19 risk assessments to ensure they remain suitable and sufficient, reflect the Government’s changes to restrictions imposed and the requirements of the Service.

Regular communications to staff have been issued in the Pandemic section of the intranet and via poster campaigns displayed on stations and sites acting as a reminder to staff to adhere to the COVID Secure measures in place.

A [joint statement](#) signed by all Representative Bodies was issued in October 2020 which set out the five steps to ensuring stations and sites remain COVID Secure. This is an excellent example of working together for the greater good of all employees and the communities we serve.

Early in the pandemic the Health and Safety Executive (HSE) went on record stating that, should they receive a complaint from an employee concerned about COVID-19 in their workplace, they would carry out an investigation. Their main focus would be the monitoring of ongoing compliance with the measures. To

ensure this was in place, the Health and Safety team developed a monthly inspection form, an extension of the COVID-19 audit form, which is completed by the Station Commander/site manager and returned to the Health and Safety department. Any breaches and findings are highlighted to the Station Commander/site manager for rectification. This provides evidence and an audit trail should the HSE wish to come into the Service. It also provides assurance to the Authority that the Service is doing all it can to ensure compliance.

To date, the HSE has conducted COVID-19 spot audits at four stations and sites with excellent outcomes at each. There has been no requirement for any further action and comments received from the inspectors have been favourable. This is due to the hard work of all employees in ensuring adherence to the COVID Secure measures.

In certain situations, COVID-19 has been designated as a disease that is reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). These situations relate to not wearing the appropriate PPE, a failure of the PPE or a dangerous occurrence such as an unintended incident at work that has led to someone's possible or actual exposure to COVID-19. To manage these eventualities the Service provided guidance to all staff as to the levels of PPE that should be worn according to the level of risk present.

When an employee is confirmed as having COVID-19 they must self-isolate in accordance with Government requirements. Before they return to work the Resource Management Team (RMT) will contact them and work through a set of questions created to determine if the virus was contracted whilst at work. If this is the case, the health and safety team will report it to the HSE under the RIDDOR Regulations. Fortunately, there has only been one instance to date, further testament to the diligence of employees when working face to face with each other and the communities.

The HSE has been instrumental in providing guidance to employers on mitigating the risk of transmission of the virus. An example of such guidance related to adequate ventilation both natural and mechanical. The Service has implemented the requirement that windows on all stations and sites are to be opened when occupied to ensure circulation of fresh air. For those stations and sites that have air handling systems the Property department have maximised the input of fresh air and increased the frequency of filter changes.

One of the biggest risks for the Service was, and still is, meeting members of the community who have tested positive for COVID-19 or those that do not realise they have COVID-19 as they are asymptomatic. Strict protocols have been put in place in terms of managing that risk for all community facing staff. These protocols include the following:

- Minimising face to face contact wherever possible
- Conducting business over the phone or virtually
- Robust call challenging if it is possible that employees need to visit members of the public in their homes
- Creating specific risk assessments for activities that involve interaction with the community
- Appropriate PPE of varying levels depending on the risk of transmission of the virus
- Employees undertaking regular Lateral Flow Testing (LFT) in order to protect the community and colleagues
- Ceasing community-based activities such as schools' visits
- Restricting access to stations/sites with the exception of our trusted partners South Central Ambulance Service (SCAS) and Thames Valley Police (TVP)

An agreement is in place that allows SCAS crews to use certain fire stations for their welfare breaks. This agreement has remained in place throughout the pandemic with additional control measures in place. A "Trusted Partners" form containing information on the implemented COVID Secure measures has been developed, which SCAS crews are required to read, provide their contact details and sign to say that they will adhere to the measures in place at these stations. This also allows the Service to track who has visited these stations as part of the NHS Test and Trace requirements.

Whilst LFT tests cannot be made mandatory, employees are strongly encouraged to test themselves regularly. Test kits are available to employees who can order them via the intranet. Results of the tests are then entered into the NHS portal and internally, again, via the intranet. Take up of these kits has been good and is proving successful.

The pandemic has presented many challenges. The most significant challenge has been the necessary changes in human behaviour. Humans are social beings, and it is alien for them to distance themselves from one another. The wearing of facemasks is also unfamiliar and for many, initially, uncomfortable. It has taken time and effort to constantly remind employees of the requirement to adhere to the COVID Secure measures in place and it has been difficult for employees to adapt.

Balancing 'business as usual' with the ever-increasing workloads created by the pandemic has also proved difficult. It has been necessary to scale back and even temporarily cease some work activities. For the Health and Safety team this has meant that updating the Health, Safety and Wellbeing noticeboards has ceased with the responsibility being deferred to station staff. It should be noted that any work activity that impacts the health, safety and wellbeing of employees or is a legislative requirement has continued throughout. Examples of this are the

Portable Appliance (PAT) testing, lifting equipment inspection and testing and the control of legionella through the weekly flushing of water systems in stations and sites that are not used on a daily basis.

Throughout lockdown, staff working from home and those who were shielding were contacted regularly by their line manager to check on their welfare and reminded of the support networks available to them should they feel isolated or that their mental health and wellbeing may be at risk.

A 'Supporting staff back into the workplace' aide memoire was developed for those who were shielding or returning to the workplace once lockdown had ended, providing the latest position on the measures implemented, adjustments necessary etc. in a bid to allay concerns and reassure staff who could find returning to the workplace difficult after being away for so long. This aide memoire was completed by both the individual and line manager and retained as an audit trail in the event of future challenge.

In November Her Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) conducted a virtual COVID-19 inspection. The headlines of the findings are detailed below:

Buckinghamshire Fire & Rescue Service has been praised for the way it is coping with the challenges it faces during the COVID-19 pandemic, and for the positive contribution it is making to its community.

The report has been welcomed by Chief Fire Officer Jason Thelwell QFSM and Councillor Lesley Clarke OBE, Chairman of Buckinghamshire & Milton Keynes Fire Authority, whose members were actively engaged in discussions with officers on the service's ability to discharge its statutory functions.

The report said BFRS had been well prepared, maintained its core functions of firefighting, promoting fire safety, responding to emergencies and rescuing people involved in road traffic collisions, adopted new and innovative ways of working and even managed to provide additional support to a number of other organisations. This included driving ambulances for South Central Ambulance Service, training care home staff in infection control and packing food parcels for vulnerable people.

CFO Thelwell said: "I could not be prouder of the way staff have risen to every challenge with such willingness and commitment. Since this inspection was carried out, they have gone on to help set up three mass vaccination centres in the area we serve. We will continue to work tirelessly to support our partner organisations and the communities of Buckinghamshire and Milton Keynes."

Councillor Clarke said: "Emergency service work is challenging at the best of times, so recognition for going above and beyond in such difficult and unpredictable circumstances is a remarkable achievement. It speaks volumes about the men and women who work here, and on behalf of the Fire Authority I

would like to thank them all for their can-do attitude, dedication to duty and willingness to work differently.”

The report said the organisation’s resources were well managed and it effectively managed its low level of staff absences. The inspection also found that BFRS communicated well with its staff, and made staff wellbeing a priority by providing guidance, support and extra wellbeing services. It also made sure they had the resources they needed to do their jobs effectively, including new flexible working arrangements and new technology to facilitate virtual meetings.

The inspection report, which is available on the HMICFRS website, noted that between 1 April and 30 June 2020, BFRS attended fewer incidents than it did during the same period in 2019. The overall availability of fire engines was better during the pandemic than it was during the same period in 2019, partly because on-call firefighters were available to respond to emergencies due to being furloughed from their primary employment.

Absences decreased compared with the same period in 2019, and the average response time to fires improved. This was for several reasons, including lower sickness levels, better fire engine availability and less road traffic during this period.

The service also had good arrangements in place to make sure that its joint control room, shared with Royal Berkshire and Oxfordshire, had enough staff during the pandemic. Additionally, it continued to collaborate with its partners, and provided effective support to the Thames Valley Local Resilience Forum.

It was able to go ahead with its planned move into the new Blue Light Hub in West Ashland, Milton Keynes, in June, and to complete an apprentice recruitment process for operational activity. This followed all government guidance on social distancing and hygiene.

Externally - The Tripartite Agreement/s (agreement between the Fire & Rescue Services National Employers, the Fire Brigades Union and the National Fire Chiefs Council) supported a range of new and additional activities for the Service. Examples of activities undertaken are detailed below:

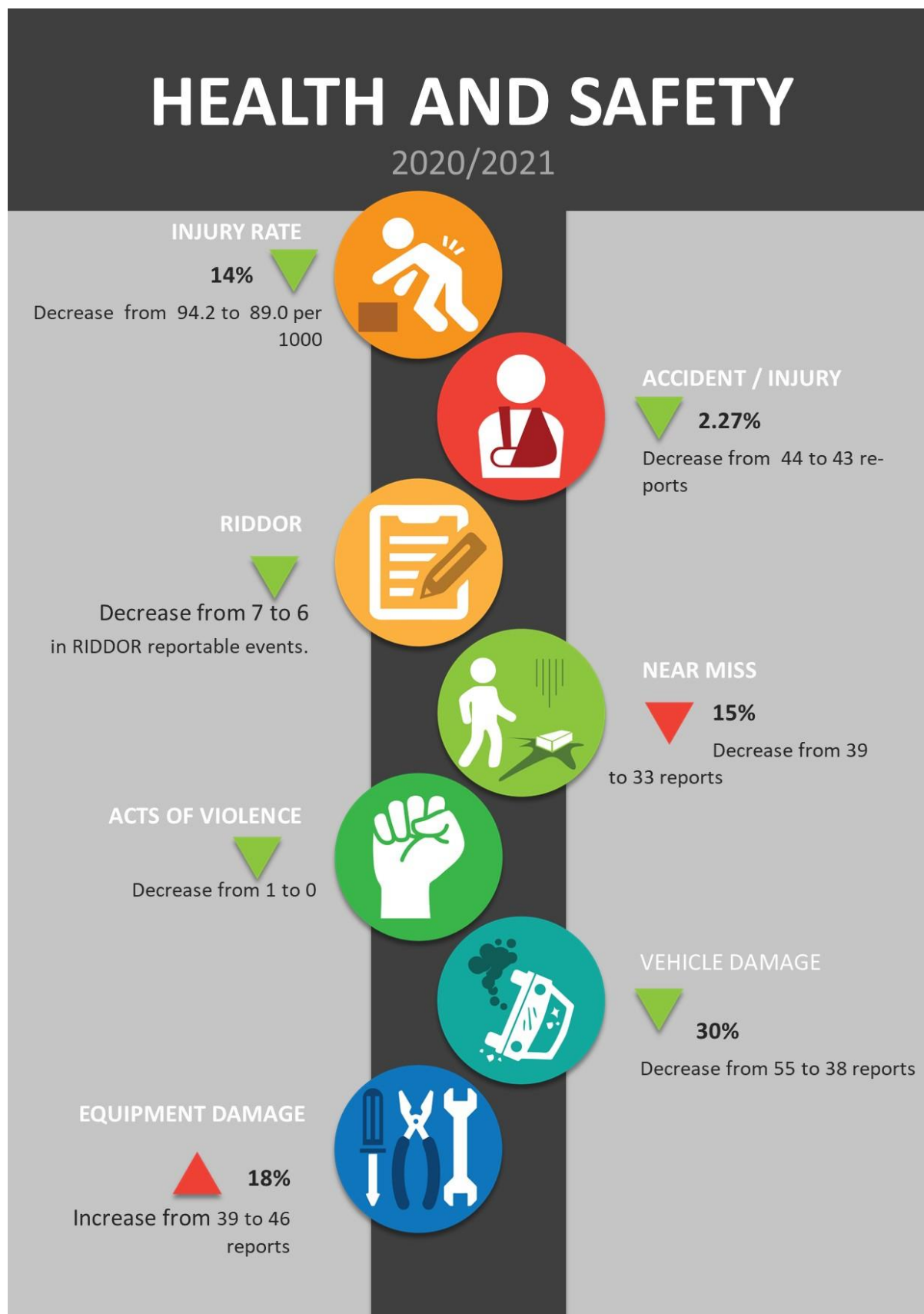
- Driving ambulances for SCAS
- Training care home staff in infection control
- Packaging food parcels for vulnerable people
- Delivery of NHS ‘Test and Trace’ letters
- Setting up and overseeing the running of mass vaccination centres
- Assisting in the packaging and distribution of PPE
- Collecting and distributing medication to vulnerable shielding people
- Providing station appliance bay space and facilitating the packing and distribution of fruit and vegetables for Buckinghamshire Council at Marlow
- Supporting and chairing meetings within the Local Resilience Forum (LRF)

Operational employees who volunteered to drive ambulances for SCAS were released from their fire service duties for a period of up to six weeks following training. At the end of the detachment, they were required to take a COVID-19 test with a negative result and given 72 hours rest before recommencing their fire service role. Whilst the detachments have now paused the volunteers are ensuring their skills are regularly refreshed so that they are able to assist in the future if SCAS become overwhelmed. This is an area of activity that the Service led on and coordinated across the Thames Valley, Hampshire and the Isle of Wight.

The NFCC produced a suite of 'Working safely with COVID-19' risk assessments for these activities which the health and safety team localised to fit the Service's needs.

From the 1 April 2020 to 31 March 2021 there have been 38 cases of COVID-19, which includes four cases of long COVID, in Service. An excellent achievement! This is testament to the diligence and commitment by all employees and contractors to adhere to the COVID Secure measures in place.

Our performance at a glance



Performance overview

In 2020/21 the number of incidents attended was 8,161 and the number of mobilisations was 8,738. These figures do not include co-responding incidents or officer mobilisations.

Overall, there have been reductions in five of the seven categories which is a considerable improvement in performance compared to last year. Personal injury, vehicle safety events, acts of violence and the number of events that come under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) have all decreased. There has been an increase in the number of equipment damage safety events as detailed in "Our performance at a glance" graph above. The number of 'near-miss' reports has decreased this year from 39 to 33. An overview of the figures is provided below.

Personal injury: The *injury rate* is determined by calculating the number of incidents reported; divided by the number of employees and multiplied by 100,000 as set out by the HSE. For the year 2020/21 the *injury rate* is 89.0 per 1000 employees compared to 94.2 in 2019/20 which is a slight reduction. In terms of the actual numbers of personal injury safety events, there has been a decrease from 44 in 2019/20 to 43 in 2020/21.

The severity of a safety event is determined by multiplying the 'likelihood' of the safety event occurring again by the 'severity' of the injury sustained. The resulting figure is known as the risk factor score:

- 1 to 5 is deemed a minor event
- 6 to 12 is moderate and
- 15 to 25 is a major event

Of the 43 personal injury safety events, 29 have been recorded as minor in nature and 14 as moderate.

Serious workplace injuries, occupational diseases and specified dangerous occurrences are reportable to the HSE under RIDDOR.

The number of RIDDOR reportable events for 2020/21 is six, one less than in 2019/20. Analysis of these events resulted in:

- 2 dangerous occurrences
- 4 'over 7 day' sickness absences.

Equipment damage safety events has seen a significant increase of 18 per cent, with 46 safety events compared to 39 in 2019/20. 38 of these were of a minor nature and 8 were moderate. Analysis carried out by the Health and Safety

department identified that the moderate events were isolated incidents with no trends highlighted from them.

2020/21 has seen a significant decrease in the number of vehicle safety events with 38 safety events compared to 55 in 2019/20. 22 were of a minor nature and 16 were moderate. This is excellent news as vehicle accidents, especially slow manoeuvres, is a problem for fire and rescue services nationally. 6 of these moderate safety events were slow speed manoeuvres, 3 were attributable to third parties causing damage to Service vehicles. There were 2 incidents of hydraulic leaks affecting turntable ladders, and 2 appliance diesel leaks. The remaining 3 were separate safety events which cannot be specified due to the requirements of the General Data Protection Regulations (GDPR).

In the category "Acts of violence against firefighters", fortunately, there were no incidents to report this year which is a decrease of 1 compared to 2019/20. However, it is important to note that if any act of violence was to take place against any member of staff it would be taken seriously and reported to the police.

For the year 2020/21 there has been a decrease in the number of "near-miss" reports of 33 compared to 39 in 2019/20. This result highlights the need to constantly remind staff to report events that may seem trivial, especially as there is the opportunity to improve performance through investigation where there has been no injury or financial loss.

Working Time Regulations compliance: The Resource Management Team monitor the hours worked by operational personnel focussing on those who have more than one contract with BFRS. This is managed via the resource management system and has proved to be very successful in reducing the number of breaches of the Working Time Regulations.

A breach will occur when a worker does not have a full 24-hour uninterrupted rest break in any seven days or 48 hours in 14 days, or the total of hours worked per week exceeds 84. The Service has implemented a limit on the number of hours worked at 78 per week to build in extra protection against fatigue for staff. Two periods of 24-hour uninterrupted rest are also given in line with the Grey Book.

From April 2020 to March 2021 there were 3822 Bank shifts worked and of those there were seven breaches. This is a significant improvement from the previous year, providing assurance that should the HSE conduct an inspection on the Service there is a robust and effective monitoring process in place.

The performance statistical data received from the Home Office for 2020/21 **relates solely to operational personnel** and is displayed as league tables of

fire and rescue services with similar numbers of employees in order to provide a more accurate comparison of performance between BFRS and its peers.

There has been a significant decrease in the **total number of persons injured** from 38 in 2019/20 to 24 in 2020/21. Of these, 17 occurred at training events, three during routine activities and four at fires.

The total number of **injuries at fires** has decreased from 5 in 2019/20 to four in 2020/21 resulting in BFRS attaining the top position of the National Peer Group Performance Comparison table detailed in Appendix 1.

There were no **injuries at special service calls** in 2020/21 compared to 2 in 2019/20, a good result. BFRS retains its position at the top of the peer table.

In terms of **injuries during routine activities** there has been a significant decrease with 3 in 2020/21 compared to 11 in 2019/20 which is excellent news. This has resulted in BFRS moving from seventh position to second.

Injuries over 7-day absence figures have also decreased from 6 in 2019/20 to 3 in 2020/21 which places BFRS in third position in the peer table.

There has been a decrease in the total number of **injuries during training events** from 20 in 2019/20 to 17 in 2020/21. Despite the decrease BFRS hold eighth position in the league table as 7 other Services had less injuries in this category compared to last year.

Finally, there were no *major injuries* for the year 2020/21.

Health and safety performance is reported quarterly at the Health, Safety and Wellbeing Committee chaired by the Deputy Chief Fire Officer. Key stakeholders, the representative bodies and the Representative of Employees are invited to attend these meetings. Governance is via the Performance and Senior Management Boards on a six-monthly basis. The reports include statistical data on the number and type of safety events occurring at operational incidents, training and routine activities and the number and types of safety events involving Support staff.

Employee Wellbeing

Attendance Management

All long-term sickness absence cases are flagged within Human Resources, who then work with the line manager, employee and Occupational Health in managing the employee's absence and return to work. All employees with over 28 days sickness absence are managed under the Attendance Management procedure and referred to Occupational Health.

For any sickness due to stress, anxiety or depression, the employee is automatically referred to Occupational Health regardless of the length of their absence. Occupational Health determines how work, or the workplace might impact on an employee, as well as how health or lifestyle may impact on their ability to attend work or to return to work. The Service will seek advice from Occupational Health to guide in the management and progression of an attendance management case, ensuring employees receives appropriate support.

All employees have access to the employee assistance programme, a free confidential 24/7 service, offering expert advice, guidance and support to help resolve a wide range of issues, including face to face and telephone counselling support.

The Service's Welfare Officer is an additional point of contact for an employee during periods of long-term sickness absences and is available to offer guidance and advice to employees if they are experiencing health related difficulties at work. The Welfare Officer, along with members of the Service's mental wellbeing support network (another source of support) can signpost employees to appropriate wellbeing support.

Measures are in place to support employees and a safe place of work is provided, however muscular skeletal sickness absence resulting away from the workplace cannot be mitigated by actions taken by the Service. Working with Occupational Health, the line manager and employee, every effort is made to get the employee back to work as soon as reasonably practicable. Where appropriate and when recommended by Occupational Health, physiotherapy is provided to the employee. For cases of long-term sickness absence relating to stress, anxiety and depression, and when recommended by Occupational Health, specialist counselling can also be provided.

The Service's Attendance Management procedure has been updated for 2021 and training is being rolled out to line managers to assist with the knowledge and understanding of this document, with the aim of ensuring the effective management of sickness absence and maximising attendance at work, ensuring

timely interventions to provide appropriate support and minimise the disruption to service delivery caused by sickness absence.

Blue Light Hub

Crews from Great Holm and Bletchley fire stations moved into their new home at West Ashland Fire Station within the Blue Light Hub on 30 June 2020. The move went well and alerting crews to emergency incidents during the switch was seamless. Overall, they were very happy with their new facilities and settled in quickly.

In October 2020 South Central Ambulance Service (SCAS) moved in and were joined by Thames Valley Police (TVP) in February 2021. Having all three emergency services under one roof has proved very beneficial as crews are able to train together regularly with each gaining a greater understanding of the way each service works which can only be advantageous in delivering shared objectives. Another benefit realised is the ability to network and collaborate. An example being the procurement of tri service COVID signage displayed throughout the blue light hub. All services agree this is an effective and cohesive way of working.

Bletchley fire station has been sold and Great Holm has been sold subject to contract and planning approval.

Risk Management

Health and Safety audits – these are carried out across all stations and sites on an annual basis and cover the following:

- Policies and procedures
- Premises
- People
- Plant
- Working safely with COVID-19
- Question set designed to test health and safety knowledge amongst employees

These audits are conducted by the Station Commander or site manager who must be NEBOSH General Certificate qualified. On submission of the completed audit both the Health and Safety and Property teams devise an action plan to remedy any issues that have been highlighted. Outcomes and progress on the identified actions are discussed at the quarterly Health, Safety and Wellbeing Committee meetings.

Risk Assessments – Following the recent firefighter fatalities in Mid and West Wales and West Midlands whilst conducting training, the HSE have commenced a year long period of inspecting fire and rescue services. Their main focus is to observe internal and external training activities and to scrutinise the associated risk assessments to determine if they are suitable and sufficient. If FRSs are found lacking enforcement action could be taken.

The health and safety team have communicated this to all stations and have instructed that there must be a suitable and sufficient risk assessment in place whenever training activities take place. Completed risk assessments come into the health and safety team for approval and sign off and to date the Service has a very good record in this area.

Fire Risk Assessments – in the last year Station Commanders and site managers have undertaken fire risk assessor training. Whilst the Fire Authority is the 'responsible' person under the Regulatory Reform (Fire Safety) Order 2005 the Station Commanders and site managers are the 'duty holder' and as such are required to complete a suitable and sufficient fire risk assessment. These assessments are then reviewed either on an annual basis or whenever there is a change in circumstances such as a refurbishment of the premises or a 'sleeping risk' is introduced.

In September 2020 a new fire risk assessment template was trialled with pleasing results. Users found it to be simple to complete and the guidance provided helpful. This year a review of the existing risks and control measures will be carried out.

First Aid kits – on occasions crews and officers will, whilst out on the roads in small vehicles, come across incidents such as road traffic collisions. If they arrive before any emergency services are on scene, there has been little first aid provision in the vehicles that they can use at the scene. Following suggestions from several crews and officers a decision was taken to put first aid kits and associated PPE in station vehicles and Officers cars. The rationale for placing them in these vehicles is that the drivers will be first aid trained with some having the Immediate Emergency Care qualification.

Other vehicles such as the pool cars could be driven by any employee who may not be first aid qualified so it was deemed necessary to discount these vehicles in order to eliminate risk and the potential for reputational damage.

Protecting Firefighters against contaminants – Whilst there is no case law or confirmed evidence that the products of combustion from a fire lead to an increased risk of cancer in firefighters in the UK, it is recognised that this is a risk which needs to be mitigated so far as is reasonably practicable.

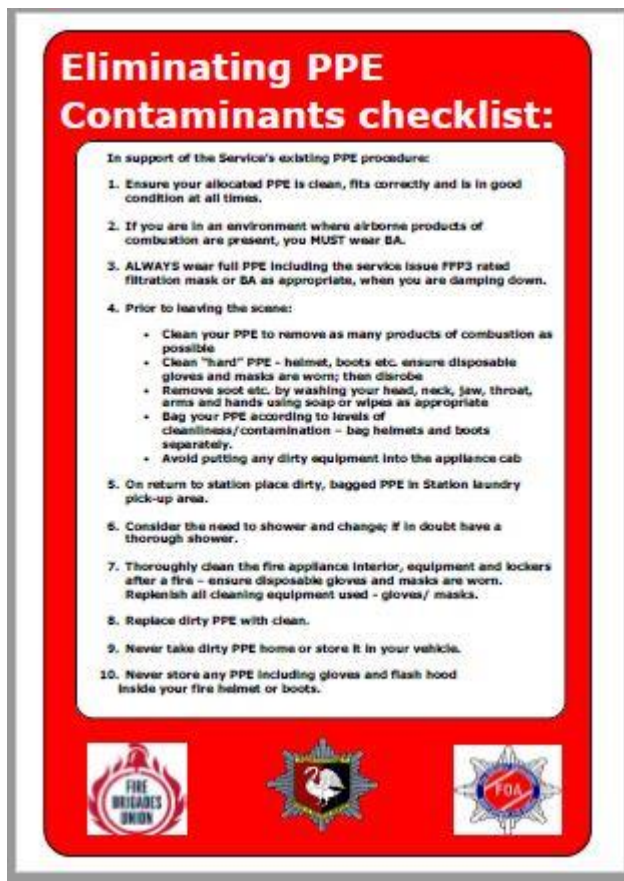
The Fire Brigades Union (FBU) commenced a contaminants project, in conjunction with Professor Anna Stec from the University of Central Lancashire, which involves the analysis of blood, urine and hair to determine if and at what level contaminants are present. As a result of this research the FBU published an interim report - "Minimising firefighters' exposure to toxic fire effluents".

A gap analysis has been carried out and it is pleasing to note that there was nothing in the report that the Service was not already aware of. The gap analysis identified that control of contaminants is a large project, however the Service is well ahead in terms of local control measures. Work is ongoing in the South East region on developing a training package for decontamination which features as a recommendation in the report.

Locally, the Service has introduced a range of measures to protect firefighters against the risk of contamination which include:

- PPE and 'Clean cab/vehicle' procedure
- 'Clean' and 'dirty' areas on stations to limit where PPE can be worn
- Blue Light Hub – designed to 'flow' from 'dirty' to 'clean' areas and a lecture room capability in the appliance bay which removes the requirement to remove PPE before attending a lecture
- A robust process for dealing with contaminated PPE including boots, helmets and gloves
- Issue of kit bags to all operational personnel to store clean PPE
- Issuing of 'wipes' which will remove contaminants from exposed skin on all appliances and stations
- Provision of washing machines on all stations for washing working rig and bedding etc. so there is no risk of cross contamination
- 'Eliminate contaminants' checklist prominently displayed in main areas of fire stations as a reminder to crews of the actions they need to take – please see example below.

This checklist was developed and agreed by the Service, the Fire Brigades Union (FBU) and The Fire Officers Association (FOA).



Looking forwards, the Service has commissioned scientific advisors Bureau Veritas to conduct a programme of air monitoring in the crew cabs and lockers of appliances to determine whether contaminants are present and at what levels. The outcomes of this work will inform future activities in managing the risks posed by contaminants.

Working with others

Internally

The pandemic has necessitated the requirement for departments to work more closely together. The Pandemic Response and Recovery groups comprise middle managers and department heads who have worked tirelessly to respond to and recover from COVID-19 throughout the past 18 months.

Managers from Property, Health and Safety, Procurement and Response have been working together on the viability of an Urban Search and Rescue (USAR) training rig which will replace the traditional drill tower. As this project progresses there will be a requirement to continue to work together until the project comes to fruition and the rig is installed.

Externally

Health and Safety business continuity – as part of the response to the pandemic the three Thames Valley Service Health and Safety Managers set up a mutual assistance programme in preparation for the possibility of a team being depleted through COVID-19. Fortunately, so far, it has not been required.

Working with other agencies – the response to the pandemic saw Service employees working with partner agencies and local authorities in ways that were very different – see the range of activities in the *COVID-19 pandemic section – page 7*. Whilst some of these activities presented challenges the commitment to achieving them never wavered and the completion of each was recognised and celebrated by all parties.

NHS mass vaccination centres – with the NHS being tested in these unprecedented times, the Service was asked for assistance in the setting up of mass vaccination centres. Once venues were determined – one each in Milton Keynes, Aylesbury and High Wycombe, operational officers were assigned to work with NHS staff in the setting up of the vaccination centres and once established, the facilitation of the vaccination programme. Another example of positive working relationships with partner agencies with the success of the centres being acknowledged at Government level.

Health and Safety training

A level of Health and Safety training is provided to all employees as part of an induction programme when joining the Service and regularly for Manual Handling and Display Screen Equipment as a legislative requirement.

Additionally, any health and safety training relevant to role is ideally provided as acquisition training prior to an individual going into role. This has been one of the objectives set by the Health and Safety Manager over the past two years and it is pleasing to confirm that this is now routinely the case.

The procurement of Health and Safety training proved difficult during the pandemic as the Government restrictions and the Service's own COVID Secure measures did not support face to face training. Training providers had to adapt and introduce virtual training courses which was challenging for both the trainer and delegates. It is fair to say that this method of learning did not suit everyone so it is hoped that a return to face to face training will be possible in the next financial year.

Funding of £25,000 was allocated to Health and Safety training and was used to provide the following courses.

External providers

Two virtual **Control of Substances Hazardous to Health (COSHH) Assessors** courses took place as with staff moving stations/sites and retiring the pool of qualified assessors had been depleted.

It was only necessary to run one **Institute of Occupational Safety and Health (IOSH) Managing Safely** course this year which took place in February 2021. Now that all staff in the Supervisory Manager pool have completed their acquisition training there is the potential that in future years, only one course will be needed thus allowing the funding to be utilised for other training requirements.

This year, as there were only a small number of employees who needed to undertake the **National Examination Board in Occupational Safety and Health (NEBOSH) General Certificate**, BFRS delegates were able to attend a course which was procured by Oxfordshire FRS. This enabled costs to be kept to a minimum as there were no tutor or catering costs involved. The course was run virtually in February and coincided with NEBOSH changing the examination process to 'open book' which proved challenging as this was a wholesale change and these delegates were the first, nationally, to go through the new process. Feedback at the end of the course highlighted the fact that delegates were not able to optimise the opportunity to learn from one another as they would have been in a face-to-face scenario.

Level 2 Accident Investigation training took place in November 2020 and January 2021. These courses were virtual with the provider delivering the training via Teams from his home in France due to lockdown.

All new Station Commanders and Support staff equivalents have now been trained to undertake Level 2 Accident Investigations which has eased the pressure on others when moderate safety events occur.

A look forward

The pandemic has provided the opportunity for the Service to review its working practices. With Support staff working from home, productivity increased as employees did not have to commute into the workplace during lockdown and the systems technology available enabled work to be carried out efficiently.

Working from home is not suited to everyone, the lifting of Government restrictions has meant that employees can return to the workplace in a safe and managed way.

Moving forwards, the Service is taking the opportunity to explore the ways in which people work and how they prefer to work. "Work Evolution- work is what WE make it" is the strapline (see image below) for this project which is in its infancy.



The COVID-19 pandemic has prompted us all to adopt different and innovative ways of working over the last 18 months, so a staff survey has been developed to evaluate and learn from staff experiences.

The survey is initially aimed at office-based staff with a separate survey being developed for operational, station-based crews.

Feedback obtained through the anonymous questionnaire will help shape the future of our working environment as we come to live with COVID-19.

Staff sharing their experience will help identify how we can make the workplace function in a better way, contributing to our Work Evolution.

Performance indicators

Budgets

The health and safety budget for the year 2020/21 resulted in an underspend of £6K, this was as a direct result of the pandemic as many courses and conferences normally attended did not take place. It is unlikely there will be an underspend in the financial year 2021/22 as funds have been used to procure a replacement electronic safety event reporting and investigation system.

Health and Safety key performance indicators – 2020/21

2 of the 4 objectives set for the year were achieved with 1(number 3) still in progress. These being:

1. Ensure working hours in Fire Service Rota* are monitored and breaches of the Working Time Regulations are highlighted and actioned
2. Devise and implement an action plan in preparation for the next HMI inspection

3. Work with Human Resources and the occupational health provider to set up a programme of medicals and surveillance for employees who work in Workshops

The remaining objective was not achieved due to the increased workloads associated with the pandemic. This objective was to “implement and embed the next stages of the Health and Safety strategy – apply for a RoSPA Occupational Health and Safety Award and conduct a further Behavioural Safety Culture Survey”.

This objective will be revisited during the financial year 2021/22 with the exception of the Behavioural Safety Culture as, in the current financial climate, it is cost prohibitive.

Health and Safety key performance indicators – 2021/22

The objectives set for the year 2021/22 are in line with the Public Safety Plan in terms of managing risk. They are:

1. Investigations to be completed within the set timeframes of two weeks for a level one investigation and four weeks for a level 2- achieved on 75% of occasions with a 10% tolerance.
2. Health and safety acquisition training to be completed prior to going into role on 85% of occasions and 100% of occasions on substantiation of the role.
3. Health and Safety training packages to be completed on 90% of occasions with a 10% tolerance.
4. Fire alarm, emergency lighting tests and water system flushing to be completed weekly on 90% of occasions with a 10% tolerance.

*Fire Service Rota (FSR) is the electronic resource management system used to track, manage and allocate staff resources

Appendix

National peer group performance comparison tables 2019/20 and 2020/21

The Health and Safety department is required to report on BFRS end of year accident statistical returns to the Home Office on 31 May 2021 for the period 1 April 2020 to 31 March 2021.

Summary:

The Health and Safety department provided returns for:

HS1 - injuries during operational incidents, encompassing both Wholetime and On-Call employees and sub-divided into injuries at fires, at road traffic collisions and at other Special Service calls.

HS2 - injuries during training and routine activities also encompassing Wholetime and On-Call employees and sub-divided into injuries during operational training, fitness training and routine activities.

Findings:

HS1 – Pleasingly, the year 2020/21 has seen a significant decrease in the *total number of personnel injured at operational incidents* from 38 to 24. The peer group, with the exception of three Services, has experienced a decrease in the number of injuries sustained, which may be attributed to the COVID-19 pandemic and the subsequent decline in operational incidents and community activities during the lockdown periods.

Outcome: In the national peer group league tables for *total number of injuries*, BFRS has moved from fifth position in 2019/20 to third in 2020/21. For *injuries sustained at fires* BFRS has moved from third position to the top of the table with a reduction of 1 from 5 to 4 injuries. For *injuries sustained at special service calls* BFRS experienced a decrease from 2 to 0 retaining the top position.

HS2- *Injuries at training events* have seen a decrease of 3 from 20 in 2019/20 to 17 in 2020/21. *Injuries sustained during routine activities* has seen a decrease of 8 from 11 in 2019/20 to 3 in 2020/21.

Outcome: BFRS's position in the peer group table for *injuries at training events* has moved from sixth place to eighth which is disappointing however, likely due to the increase in "on station" training activities that took place during the

lockdown periods. For *injuries during routine activities*, BFRS has moved up the league table to second position.

Overall, of the seven categories, the number of injuries sustained to firefighters has decreased in 6 and remained the same in 1 which is a significant improvement on the previous year.

Below are the national league tables which provide a visual image of the overall safety performance of BFRS in the operational arena compared to their peer group. BFRS hold the top position in 3 of the 7 categories; are in the top 3 of 3 is eighth in 1 – a solid performance which is further evidence of the strong and positive health and safety culture alive within the Service.

A detailed explanation of performance can be found in the Performance Overview section of the report on page six.

Total number of persons injured	2019-20	2020-21
West Sussex	28	17
Warwickshire	29	20
Buckinghamshire	38	24
Suffolk	27	26
Berkshire	60	27
Northamptonshire	29	37
Oxfordshire	47	42
Hereford and Worcester	62	46
Bedfordshire	37	47
East Sussex	65	71
Norfolk	86	74
Cambridgeshire	82	76

Total number of injuries at fires	2019-20	2020-21
Buckinghamshire	5	4
Northamptonshire	7	4
Warwickshire	4	4
Suffolk	6	5
Berkshire	4	6
West Sussex	5	7
Bedfordshire	2	10
Oxfordshire	11	10
Hereford and Worcester	12	15
Norfolk	19	16
East Sussex	19	18
Cambridgeshire	34	25

Total number of injuries during routine activities	2019-20	2020-21
West Sussex	5	2
Buckinghamshire	11	3
Warwickshire	8	4
Hereford and Worcester	10	5
Suffolk	5	6
Berkshire	10	7
Northamptonshire	7	9
Oxfordshire	9	9
East Sussex	7	13
Cambridgeshire	14	14
Bedfordshire	4	16
Norfolk	24	17

Total number of over 7-day injuries	2019-20	2020-21
Suffolk	3	0
Warwickshire	2	0
Berkshire	2	2
West Sussex	1	2
Buckinghamshire	6	3
Hereford and Worcester	8	4
Oxfordshire	6	4
East Sussex	10	5
Northamptonshire	3	5
Bedfordshire	7	7
Cambridgeshire	8	7
Norfolk	12	8

**Please note the Services shown in the table below are placed in alphabetical order. There were no major injuries in seven of the 12 Services.*

Total number of major injuries	2019-20	2020-21
Berkshire	0	0
Buckinghamshire	0	0
Cambridgeshire	0	0
Oxfordshire	0	0
Suffolk	0	0
Warwickshire	0	0
West Sussex	0	0
Bedfordshire	1	1
East Sussex	0	1
Hereford and Worcester	2	1
Norfolk	0	1
Northamptonshire	3	1

Total number of injuries during training	2019-20	2020-21
West Sussex	12	3
Warwickshire	14	4
East Sussex	19	9
Berkshire	38	11
Suffolk	14	14
Bedfordshire	20	15
Hereford and Worcester	31	16
Buckinghamshire	20	17
Oxfordshire	20	18
Northamptonshire	12	20
Cambridgeshire	13	26
Norfolk	31	28

Total number of injuries at Special Services	2019-20	2020-21
Buckinghamshire	2	0
Suffolk	2	1
Berkshire	8	3
Northamptonshire	3	4
Oxfordshire	7	5
West Sussex	6	5
Bedfordshire	11	6
Warwickshire	3	8
Hereford and Worcester	9	10
Cambridgeshire	21	11
Norfolk	12	13
East Sussex	20	31



Buckinghamshire Fire
& Rescue Service



The Fire Fighters Charity

Fundraising and activity update

Presented By Adam Burch

November 2021

Living Well Groups

“Living Well Groups offer somewhere to socialise and reminisce with fellow retired members of the fire and rescue service.”

Living Well Groups were first introduced by the Charity in 2018 as a means of improving contact and interaction with retired staff who remain beneficiaries.

The concept is to simply bring retired staff back into a familiar environment and create a social opportunity.



Monthly meetings



2 hour sessions



Guest speakers



Access to Charity services



Refreshments provided

The introduction of Living Well Groups will help to support the delivery of agreed objectives set in the 2020-2025 People Strategy and will compliment the ongoing work of the Welfare Officer, improving the communications and support we provide to retired members of our fire service community.



Fundraising update – 6 monthly report

2020/2021 was a challenging year for The Fire Fighters Charity due to a lack of opportunity to fundraise and the impacts of the pandemic. However, the fundraising update for the first 6 months of 2021/22 provides positive reading. Event fundraising has increased by **341%** and recycling income by **197%**.

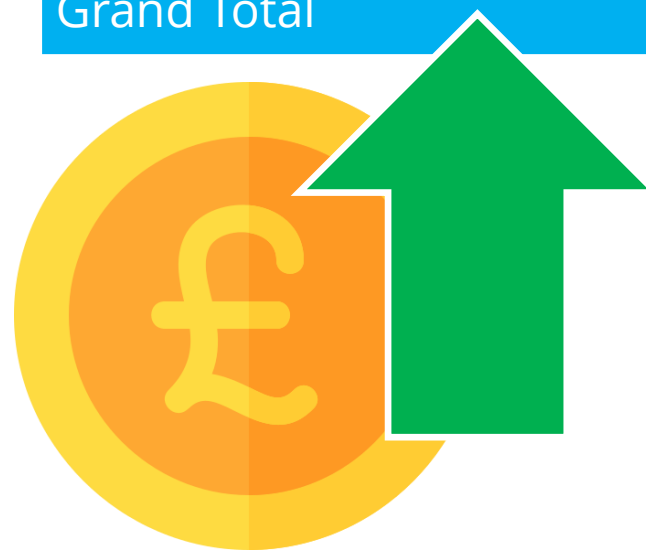


Tunnel to towers
£7809

Fundraising category	Actual 2021-22	Actual 2020-21
Events	11,861	2,689
Fire Service Lottery	4,211	4,190
Fire Service Regular Giving	2,001	1,871
Individual Giving	207	1,291
Recycling	12,446	4,195
Grand Total	30,726	14,237



Chesham to Brighton bike ride
£4376



+ £16,525 (116%)

Fundraising update – Projected income



Post incident recognition - £3000 in donations has been raised from the Stokenchurch community alongside £500 in fundraising from pupils at Stokenchurch Primary School, as a means of thank you for the hard work and dedication shown by the operational crews responding to the Kings Head hotel fire in October 2021.



Culture Survey - In 2020 the last survey raised £1700+ for the charity, following agreement by the authority to donate £5 for every staff member that proved a survey response. The next culture survey will take place in January 2022 and we anticipate to raise a similar total for the charity.



Charity car washes – Various fire stations have started planning for a charity car wash in March 2022.



Charity collections - Various fire stations are planning charity street collections in December.

Fundraising
Support

A digital event registration form has been created that will automatically notify the Health & Safety Team, Communications Team and the Charity Coordinator with details regarding future events that are planned.

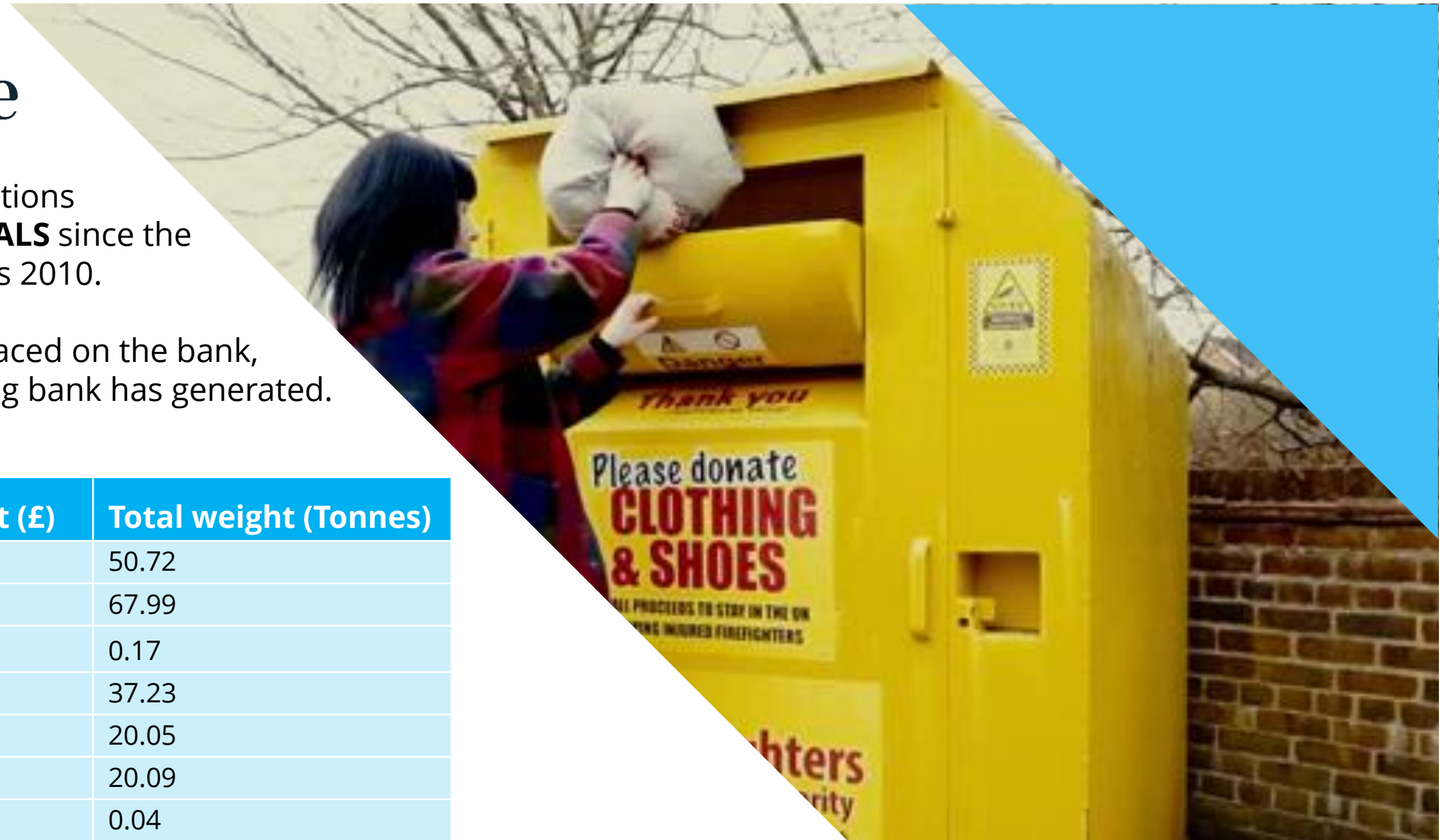
This approach will provide support at the planning stage to ensure appropriate risk assessments are completed, event insurance is considered, and a communication plan is put in place to maximise the opportunity to raise the profile and outreach of all future fundraising events.



Clothing recycling income

The Recycling Performance Report details all of our fire stations that have (had) a clothing bank and the **CUMULATIVE TOTALS** since the clothing banks were first installed dating back to as early as 2010.

The clothing banks will all have a **'performance poster'** placed on the bank, informing the community and staff how much their clothing bank has generated.



Fire Station	Bank placed	Total amount (£)	Total weight (Tonnes)
Aylesbury	2010	£9,706	50.72
Beaconsfield	2010	£12,744	67.99
Bletchley	2016 -2017	£37	0.17
Brill Fire Station	2010	£7,300	37.23
Buckingham	2010	£3,664	20.05
Chesham	2010	£3,779	20.09
Gerrards Cross	2014 - 2015	£9	0.04
Great Missenden	2010	£5,824	31.22
Haddenham	2010	£12,886	65.92
Marlow	2017	£2,941	17.91
Newport Pagnell	2010	£16,310	85.18
Olney	2010	£13,269	67.29
Princess Risborough	2010	£12,896	68.59
Stokenchurch	2015	£5,939	30.34
Waddesdon	2010	£8,304	43.35
Winslow	2010	£2,146	10.84
TOTAL	2010-2021	£118,145	618.70



£118K+



618+



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