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Policy Title:	Fire Safety Management
Date Published:	August 25
Business Lead:	Fire Safety Competent Persons
CCMT sponsor:	DCC

Thames Valley Police ensures that all policies have been assessed and comply with MoPI Guidance, and the Data Protection Act 2018. In addition, this Policy has been reviewed by the Health & Safety Governance Board and has undergone an Equality Impact Assessment.

1.0 About this Policy

1.1 Rationale

- 1.1.1. Thames Valley Police (TVP) are committed to a safe working environment. This commitment extends to all those working for and on behalf of the Force as well as visitors, members of the public, and all affected by the Force's work. Fire is a major safety risk. It poses a threat to life and has the potential to cause serious injury and death. The Force makes fire safety a priority to protect lives. To that effect the Force will, where possible, assess, eliminate, reduce, and control fire risks.
- 1.1.2. In line with the Code of Ethics, TVP wants all employees to be responsible for their actions. All employees should think about how their actions might affect their own safety and the safety of others.

1.2 Legislation/National Standards

- 1.2.1. The principal Fire safety Legislation applicable to Thames Valley Police (TVP) include:

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- [The Health and Safety at Work etc Act 1974](#) sets a general “duty of care” on all employers. Under the Act, employers must protect the health, safety, and welfare of their employees. Employers must do the same to others who may be affected by the Force’s activities. The Act also places duties on employees to take care of their own health and safety. Employees must also take care of the health and safety of other people who may be affected by their acts and omissions.
- [The Regulatory Reform \(Fire Safety\) Order 2005](#) (FSO) applies to all workplaces. It places legal duties on those in control of the premises, the Responsible Person(s). The Responsible Person(s) must make sure that fire risk assessments are in place for all premises. The Responsible Person(s) must also make sure that general fire safety precautions are in place and maintained for all premises.
- [Fire Safety Act 2021](#) makes it clear that external walls, flat entrance doors, and the structure of buildings are all covered by [The Regulatory Reform \(Fire Safety\) Order 2005](#) (FSO). They must, therefore, be included in fire risk assessments.
- [The Fire Safety \(England\) Regulations 2022](#) and [Section 156 of the Building Safety Act](#) add new responsibilities for the Responsible Person(s).
- [The Dangerous Substances and Explosive Atmospheres Regulations 2002](#) (DSEAR) requires employers to remove or lower specific risks caused by dangerous substances at work. These risks include the risk of fire and explosion.
- [The Fire Safety \(Employees’ Capabilities\) \(England\) Regulations 2010](#) requires employers to think about what their employees can handle when handing out fire safety tasks.
- [The Health and Safety \(Safety Signs and Signals\) Regulations 1996](#) sets requirements for safety signs and signals at work. This includes fire safety signs and signals.

1.3 Intention

1.3.1. The purpose of this Policy is:

- To assist the Force in ensuring compliance with applicable fire safety legal and regulatory requirements (see 1.2. Legislation/National Standards).
- To protect life, prevent damage to TVP premises, and limit the loss of key services and functions.
- To lay out the Force's arrangements to manage fire safety.

1.3.2. This policy applies to everyone who works for Thames Valley Police (TVP). This includes police officers, police staff, police community support officers (PCSOs) and special constables, police cadets, and volunteers. This policy also applies to everyone who works for the Office of the Police & Crime Commissioner (OPCC) and to specific third parties, including agency staff and contractors.

1.3.3. All people cited above must follow this policy. They must also work with the Chief Constable and Police & Crime Commissioner to help them meet their health and safety duties.

1.4 General Principles

1.4.1. **Organisation:** The Force maintains a robust framework to manage fire safety with clear roles and responsibilities.

The Chief Constable (CC) has overall responsibility for fire safety and is the "Responsible Person" under [The Regulatory Reform \(Fire Safety\) Order 2005 \(FSO\)](#). The Chief Constable (CC) delegates specific Fire safety responsibilities as identified within Fire Safety Roles & Responsibilities.

The Chief Constable (CC) has appointed "Competent Person(s)" to help implement fire safety preventative and protective measures. The Fire Safety Governance (FSG) Working Group helps "Competent Persons" work together. The group sets the fire safety strategy and standards for the Force. The group also reviews fire safety performance and fire safety issues and risks.

1.4.2. **Policy planning and implementation:** The arrangements for planning and implementing this policy are outlined within the TVP Health & Safety

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Management System (H&SMS) as well as the Property Services Fire Strategy. The Force's fire safety framework includes:

- Fire Safety Procedures, including general evacuation procedures. All buildings owned or operated by the Force have a local emergency plan. These include more specific fire safety procedures to cover local hazards and conditions. For more information please visit General Fire Safety Procedures.
- Fire Protection Structures & Systems (TVP Estate), including the set up and maintenance of structural and passive fire protection, fire detection and warning systems, and other fire safety measures within all buildings owned or operated by Thames Valley Police (TVP). These are managed by the Maintenance team. For more information please visit Fire Protection Structures & Systems (TVP Estate).
- General fire safety management, including the management of:-
 - Fire Risk Assessments (FRAs): All buildings owned or operated by the Force have FRAs in place to assess fire safety risks. FRAs and FRA actions are managed by the Facilities team.
 - Personal Risk Assessments (PER72s) & Personal Emergency Evacuation Plans (PEEPs): Line Managers must make sure that Personal Risk Assessments and PEEPs are created for all persons in their teams who may need extra help to leave the building during an emergency.
 - Fire Wardens & Fire Marshals: In buildings with a higher risk to people Fire Wardens will in place to help during an evacuation. In buildings where the risk to people is lower, a Fire Marshal procedure will be in place. Fire Wardens and Fire Marshals are managed locally with support from the Health & Safety team.
 - Fire Evacuation Drills: These are organised by the Facilities team to make sure that all fire safety systems are working as intended.
 - Fire Safety Inspections: These are carried out every month by the Facilities team. Fire Safety Inspections and any resulting actions are managed by the Facilities team.

For more information please visit General fire safety management.

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- Fire safety competence, training, and awareness, including:-
 - General fire safety training: This includes giving fire safety information to all workers so they know what steps to take to keep themselves and others safe.
 - The skills and knowledge needed for specific roles related to fire safety, including Fire Risk Assessors and Fire Wardens.

For more information please see Fire Safety Competence, Training & Awareness.

- Other fire safety arrangements, including:-
 - Custody Suites: Custody suites have specific emergency and evacuation procedures. These include procedures for detainees who need extra help to leave the building during an emergency evacuation. The Head of Criminal Justice and Custody Services is responsible for fire safety in Custody. For more information please go to Evacuation/Fire Planning Orders.
 - Non-TVP Owned Premises: TVP employees will often work in non-TVP buildings. In these cases, they will often share the building with other groups of people. For example, TVP employees often work in council buildings, libraries, or fire stations to support the local communities. In these cases, the Facilities team will work with other Responsible Persons to follow fire safety laws.
- Operational Fire Safety – There is no set procedure for handling a fire in the community. Different incidents will need different approaches. Police Officers are often called to support a fire incident. Their main priority should always be keeping other people safe and keeping themselves safe. The role of the Police Officers is to help the Fire & Rescue Service (and other Emergency Services) in attendance. The Fire & Rescue Service will manage the fire and rescue any casualties and survivors. For more information, go to Operational Fire Safety.

2.0 Statement of Policy

- 2.1. Thames Valley Police (TVP) and the Office of the Police & Crime Commissioner (OPCC) will so far as reasonably practicable follow all fire safety laws that apply to the Force (see section 1.2. Legislation/National Standards).

3.0 Human Rights Articles Engaged

- 3.1. This policy has been drafted with consideration for the Human Rights Act 1998.
- 3.2. It is acknowledged that this policy has the potential to engage the following Articles:-
- Article 14 – Prohibition of Discrimination

4.0 Health and Safety at Work

- 4.1. This policy should be read in together with:
- The Force's Health & Safety Policy (found in the Policies & Procedures Catalogue);
 - The Force's Health and Safety Manual (in particular the Fire Safety section); and
 - The Force's Fire Management Strategy (owned by the Property Services department).

5.0 Communications, Challenges and Representations

5.1. Communication

- 5.1.1. This policy document will be included in the portfolio of organisational Policies & Procedures (Policies & Procedures Catalogue).
- 5.1.2. Local Health & Safety Committees will help promote this Fire Safety Policy throughout the Force.
- 5.1.3. The Fire Safety Governance (FSG) Working Group and the Health & Safety Governance Board will also promote this Fire Safety Policy throughout the Force.

5.2 Challenges and representation

5.2.1. Any challenges and representations in relation to this policy should be sent to:

Head of Strategic Governance
Thames Valley Police
Headquarters South
Oxford Road
Kidlington
OX5 2HX

6.0 Review Date

31/08/2026

7.0 Related Guidance

7.1. Please see the following related guidance:

- Fire Safety Strategy (Property Services).

8.0 Freedom of information

Suitable for publication.

9.0 Government Security Classification Policy

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10.0 Relevant Supporting information

- Health & Safety Manual – Fire Safety.