Document Purpose:-

Fire Protection is a cornerstone of the modern fire and rescue service; it is a core activity as stated in the National Framework Document, the Fire and Rescue Services Act 2004 and in the Service’s Corporate Plan which includes our integrated risk management plan.

Improved public safety by the reduction in the number of fires, fire related deaths and injuries is the primary focus of Devon and Somerset Fire and Rescue Service (DSFRS). Fire protection enforcement will contribute to an improvement in public safety by ensuring that people, who have certain responsibilities in buildings where the Regulatory Reform (Fire Safety) Order applies, comply with the duties placed on them.

This strategy details how Devon and Somerset Fire and Rescue Service will meet its duties and obligations in the provision of fire protection activities.

Document Status:-

Ownership: Protection Manager
Originating Date: January 2008
Review Date: 3 yearly
Last Review or Amendment: September 2008
Key Consultees: SMB, FBU, FOA, RFU, GC’s, Unison

Further Information:-

Assistant Chief Fire Officer – Community Safety
Community Safety Manager
Fire Protection Policy Manager

Cross-References:-

Fire and Rescue Services Act 2004
The Fire and Rescue National Framework
The Regulatory Reform (Fire Safety) Order 2005
Fire Authority Integrated Risk Management Planning (IRMP) Guidance Note 4
Regulators’ Compliance Code (issued by The Department for Business Enterprise and Regulatory Reform)
POLICY STATEMENT

The application of this strategy will ensure that the Authority meets its duties and responsibilities under the Legislation and Guidance stated in the cross-references section above. This Strategy should be adhered to by service deliver when planning and carrying out fire protection duties.

COMPLIANCE STATEMENT

The Service will not discriminate against any persons in the application of this policy or any subordinate procedures.

An equality impact assessment has been completed and there are no findings.

This policy is open under the Freedom of Information Act 2000.

KEY INFORMATION

This strategy details how fire protection will contribute to the mission of Devon and Somerset Fire and Rescue Service. Listed below is a summary of this strategy.

- What legislation will be used.
- Types of premises that will be targeted to ensure the most effective use of resources.
- How the organisation will contribute to public safety by the use of fire protection audits and consultations.
- The obligations placed on the organisation by the Regulators’ Compliance Code
- How inspectors will act in the discharge of their duties.
- Who will perform fire protection work and how standards will be maintained.
- The administrative processes to be applied.

This strategy overarches the fire protection policies that detail procedures and processes to be followed.
1. INTRODUCTION

This is the strategy of Devon and Somerset Fire and Rescue Authority for the provision of its fire protection activities. It is a strategic level framework document designed to ensure that our legal duties and expectations are met. Other policy documents to support this overarching strategy which provide details of processes and procedures should be referred to for more specific information.

Whilst it is recognised that there are various methods of achieving the goals specified, it is the outcomes of our activities that are crucial to the success of our organisation. The sections of this document are intended to specify the standards of our service necessary to manage our activities efficiently, consistently and in accordance with internal and external expectations.

This strategy is in accordance with, and embodies, the Regulators’ Compliance Code and the regulatory principles required under the Legislative and Regulatory Reform Act 2006. These principles are; that regulatory activities should be carried out in a way which is transparent, accountable, proportionate and consistent and they should be targeted only at cases where action is needed.

2. LEGISLATION AND GUIDANCE DOCUMENTS

The Regulatory Reform (Fire Safety) Order 2005.


Suite of fire safety risk assessment guides issued by HM Government.
3. FIRE LEGISLATION

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) is the main specific fire legislation in England and Wales, and as the Fire and Rescue Authority it is our duty to enforce all provisions of the Order. The RR(FS)O applies to all non-domestic premises, including the common parts of blocks of flats or houses in multiple occupation. The responsible person for the premises must carry out a fire risk assessment that takes all persons, who may be lawfully on the premises, into account, this includes the employer, employees, self employed persons and charity or voluntary workers.

DSFRS will enforce this legislation at all premises that we audit, whether we visit as part of a programmed inspection, a complaint from a member of the public or at the request of another enforcing authority.

THE CONSTRUCTION (HEALTH, SAFETY & WELFARE) REGULATIONS 1996 (CHSWR)

When construction work is being carried out at an existing building that remains occupied, DSFRS are responsible for enforcing the CHSWR in the construction area and are able to issue notices under this legislation if appropriate.

4. INTEGRATED RISK MANAGEMENT PLANNING – Targeting of Activities

Reducing risk to the community to make them safer is a core value of DSFRS. To assist in achieving this, fire protection audits will be undertaken at premises to confirm compliance with legislation. Those premises receiving a planned audit will be selected using a risk based approach that is described in IRMP guidance note 4, additionally, other data that can be used and taken into account to inform the targeting of premises includes, incidents of fire
data, fire safety compliance levels of differing occupancy types and local intelligence. This will require the prioritising of workloads and taking enforcement action according to the perceived level of risk within premises.

In addition to local risk information the Service’s risk management solution, Community Fire Risk Management Information System (CFRMIS) will be used to support judgements and developing enforcement programmes. It is important to apply community knowledge when developing any delivery programme.

In support of the Service’s IRMP the delivery Groups will ensure that regulatory effort is directed primarily towards those whose activities give rise to higher levels of risk to public safety where the hazards and risks are least well controlled. Further information can be found in the Service Policy Document titled ‘Targeting of Protection Activities’.

5. FIRE PROTECTION ADVICE & ENFORCEMENT

Audits and other visits – such as meetings to provide advice about compliance – will be targeted and will result from risk assessment, reflecting the Hampton principle of “no inspection without a reason”. Greatest effort will therefore be focused where both:

- failure to comply would pose a serious risk; and
- there is high likelihood of non-compliance.

However, there may be other more effective means of achieving compliance across the business sector, especially where it may be proven that poor compliance levels exist. National research has shown that generally small and medium sized enterprises struggle to comply with regulation. DSFRS will consider the options to increase compliance levels, not only through inspection or audit but by offering advisory visits or workshops in a one-to-many arrangement.

Officers will be mindful of the need to achieve ‘compliance’ rather than simply discharging the acknowledged ‘duty to enforce’. A competent and transparent Service offering timely and accessible advice to those willing to comply is more likely to result in a safer and more prosperous community, as opposed to the continual blunt application of hard enforcement measures.

In adhering to the Regulators Compliance Code DSFRS will ensure that:

- All legal requirements will be communicated to businesses, and
- Clear, concise and accessible information, advice and guidance, which meet the needs of businesses, will be provided to help them meet their obligations.

This does not preclude the need for each Responsible Person to be or to employ a Competent Person. This is especially pertinent for large or
particularly complex properties where specialist or professional advice may need to be sought.

Managers authorising formal enforcement measures will be mindful that perpetual and unscrupulous offenders will face harsh consequences whilst those who are shown to be willing to comply will receive due attention in terms of information and advice.

The enforcement sanctions will continue to be subjected to the principles set out within the Enforcement Management Model (EMM) and any subsequent action will be applied in accordance with the principles of the ‘Compliance Code’. This will ensure that managers are able to apply meaningful sanctions whilst having the confidence that their justification and accountability remains safeguarded. It also ensures that officers are mindful of the cultural and social sensitivities of the environment within which they are enforcing.

PURPOSE OF AUDITS

Audits of premises are carried out to:

- Ensure compliance with the provisions of the Regulatory Reform (Fire Safety) Order 2005.
- Assist organisations to comply with their legislative responsibilities.
- Give advice regarding appropriate standards of fire protection and potential sources of information for the responsible person.
- Gathering of risk information to ensure that resources can be appropriately allocated and to ensure accurate integrated risk management planning, including the transfer of information to operations.
- Fire protection audits will be completed using the Chief Fire Officers Association (CFOA) model, this will ensure a consistency of approach throughout the Service and ensure that decisions made are transparent and auditable.

The intended outcome of an audit is that those who resort to where the Fire Safety Order applies are safe from the risk of fire.

OPERATIONAL AVAILABILITY

Operational officers carrying out fire protection activities will have regard for the Services emergency response standards and maintain appropriate availability.
6. COMPLIANCE CODE

Devon and Somerset Fire and Rescue Service carry out fire protection enforcement work on behalf of Devon and Somerset Fire and Rescue Authority. As part of the ‘duty to enforce’ the Fire Safety Order, advice is given about fire precautions to businesses and members of the public for the purpose of achieving compliance across the full spectrum of non-domestic buildings.

The Service is committed to the principles of reducing administrative burdens, effective inspection and enforcement; this is currently achieved by discharging the Service’s duty to comply with the national "Compliance Code", as issued by the Department for Business Enterprise and Regulatory Reform. Consequently, the Service is committed to working within the following parameters:

- Supporting economic progress - performing enforcement duties should not impede business productivity.
- Risk assessment - undertaking a risk assessment of all enforcement activities.
- Information and advice - providing information and advice in a way that enables businesses to clearly understand what is required by law.
- Inspections - only performing inspections following a risk assessment, so resources are focused on those least likely to comply.
- Data requirements - collaborating with other regulators to share data and minimise demand on businesses.
- Accountability - increasing the transparency by reporting on outcomes, of their enforcement approach.

Complaints

Information about the Complaints procedure is available from our Service Planning and Review Department. In cases where disputes cannot be resolved, any right of complaint or appeal will be explained, with details of the process and the likely time-scales involved.

We aim to put things right quickly and effectively and learn from our errors.

Fairness

In keeping with the Service’s Core Values, officers will work to reduce risk and to treat everyone fairly and with respect. In discharging the function of Fire Protection, DSFRS will ensure it makes reasonable and proportionate arrangements for those individuals or groups who have communication and comprehension challenges (e.g. where English is not the first language).

Accountability
DSFRS is accountable to the community for our actions and will ensure that it is carrying out its duties in accordance with the principles of Proportionality, Consistency, Transparency and effective Targeting.

Procedures

Recommendations and requirements will be put clearly and simply. All communications will be confirmed in writing if either the recipient requests it or if there is a legal need.

Legal requirements will made clear and will always include a reasonable time scale to ensure compliance.

Legal requirements will be clearly distinguished from recommendations or advice.

The principles of the Enforcement Management Model (EMM) will be used as a benchmark in terms of the extent of any subsequent enforcement sanctions.

When the decision to take enforcement action has been made, there may be more than one way of resolving outstanding fire safety shortcomings. Before the enforcement action is taken, officers will provide an opportunity to discuss matters and, if possible, agree a mutually acceptable course of action. If however immediate action is required to reduce the risk to life from a potential hazard, or to prevent evidence being destroyed this opportunity will not be available.

Where immediate action, in the form of a prohibition notice, is considered necessary, an explanation of why such action was required will be given at the time and confirmed in writing in most cases within 5 working days, in all cases within 10 working days. However, the physical issuing of a written prohibition notice at the time will be deemed to satisfy this requirement immediately.

Where there are rights of appeal against formal action, advice on the appeal mechanism will be clearly set out in writing at the time the action is taken

(Whenever possible this advice will be issued with the prohibition or enforcement notice).

ENFORCEMENT OPTIONS

The Service’s policy on determining the level of enforcement action to take utilises nationally recognised risk assessment based methodology. In deciding what action to take to ensure compliance with the law, the Service will consider the following:

- The nature and seriousness of any alleged offence/s;
- The risk of death or serious injury;
- Previous experience and record of compliance of the responsible person;
- Action taken to prevent any recurrence;
The likely effectiveness of the various enforcement options;
Any explanation offered and the circumstances and attitude of the responsible person;
Any statutory defence available.

The Authority will always seek to use enforcement action that is proportionate primarily to the circumstances of the offence and the risk to life, but in so doing will also consider other factors such as the size of the business or undertaking and the nature of its activities.

Choices of enforcement approach available to the Service are:

- Educate and inform;
- Statutory notice identifying the nature of the corrective action needed;
- Prohibition /restriction of use;
- Referral to other agencies;
- Simple caution*;
- Prosecution.

* a simple caution is a statement by an authorised officer, that is accepted in writing by the responsible person, that they have committed an offence for which there is a realistic prospect of conviction. A simple caution will only be used where a prosecution could be properly brought.

The Service will keep its regulatory activities under review through management of its fire safety enforcement function. This will ensure, so far as reasonably practicable, that all actions are proportionate and impose the minimum burden necessary to secure compliance with the law.

**Educate and inform**

When a non compliance with the law is found, verbal information or a written notification may be given, officers may also give general advice. Where advice is not mandatory this will be made clear.

**Enforcement, Improvement and similar notices**

Regulatory notices calling for corrective action would generally be used where there is a clear breach of the law; where the degree of risk or harm from the situation is significant; and where a remedy needs to be identified and secured within a set period of time. Notices specify the problem and will either require a remedy as determined by officers or (if the legislation allows) may allow for other action with an equivalent remedial effect. In most cases there is a right of appeal against a notice. Where there is a right of appeal, advice on the appeal mechanism will be set out in writing to the person on whom the notice is served.

Where a notice requires changes to a premises in which another enforcing body has a statutory interest, the Service will, so far as is reasonably practicable, consult with such bodies as can reasonably be identified before serving the notice. Any such consultation will not release the person on whom the notice is served from their statutory obligation to consult relevant bodies in respect of works they will undertake as a result of a notice. Any failure by the Service to
consult with any particular body or person will not invalidate any notice served under the Regulatory Reform (Fire Safety) Order 2005.

Prohibition/Restriction notices

The Service has powers under Article 31 of the Regulatory Reform (Fire Safety) Order 2005 and Sections 21 and 22 of the Health and Safety at Work etc. Act 1974 to prohibit the use of the whole or part of premises or to restrict the use of premises. Such action will be considered where conditions are found that constitute a serious risk to life or injury to persons in the event of fire. Where immediate action is necessary an explanation of why such action is required will be given at the time and confirmed in writing. Where there are rights of appeal these will be clearly set out in writing at the time the action is taken.

Prosecution

Prosecution will normally only be considered where one or more of the following criteria are satisfied, subject to the relevant statutory provisions;

- A person or an organisation has, by intent or recklessness, by taking action or choosing not to act, endangered life from fire.
- A person or an organisation has taken insufficient action to implement requirements made under statutory duties to protect persons from fire risks.
- The offender deliberately obstructs an officer carrying out his or her duties.
- The offender has repeatedly ignored advice.
- Where there have been repeated breaches which give rise to a significant risk.
- Where there has been a failure to comply with an enforcement or prohibition notice, or there has been a repetition of a failure that was subject to a simple caution.
- Where false information has been supplied wilfully or there has been an intent to deceive in relation to a matter which gives rise to a significant risk from fire.
- Where the Chief Fire Officer approves that a prosecution would be in the best interest of the public.

Criteria that might argue against a prosecution will include:

- The Court is likely to impose a very small penalty on conviction
- The offence appears to have been the result of a genuine misunderstanding or mistake
- The harm done was minor and was the result of a single incident, particularly if it was caused by a misjudgement
• There is a willingness on the part of the defendant to co-operate and to ensure that no future offences of a similar nature are committed

• There is a long delay between offence and trial, unless
  i) The offence is serious
  ii) The delay has been caused, at least in part, by the defendant
  iii) The Offence has only recently come to light
  iv) The complexity of the investigation results in unavoidable delays.

• The defendant is elderly, in poor health or confused (unless there is a real possibility that the offence will be repeated).

• The defendant has, so far as possible, put right the harm caused

• A key witness has refused to testify or to provide a Witness Statement or, if they are the only victim, they have strongly indicated opposition to a prosecution

Public Register

DSFRS will comply with the Environment and Safety Information Act 1988 in that we are obliged to enter details of certain notices into a register to which the public have access. This is available within the Community Safety Section of our website.

7. CONSULTATIONS

DSFRS will meet the requirements for statutory consultations with other bodies, and will have agreed protocols on consultation procedures.

PURPOSE

The purpose of consultation is;

   a) to ensure that the expectations of others continue to be satisfied,

   b) to involve others in our decision making process, the views of persons consulted shall be taken into account and actioned where necessary.

   c) to ensure that we comply with our legal obligations

EXTERNAL CONSULTATIONS

Other enforcing agencies.
All statutory consultations will be carried out within prescribed time limits. Non-statutory consultations with other enforcing agencies will be carried out in accordance with service level agreements, made between the Service and the agencies.

Information (where permitted by data protection legislation) is to be provided to other enforcement bodies in accordance with the relevant legislation and any agreed protocols. On receipt of information from such bodies, officers will take appropriate action to provide for public safety.

8. HUMAN RESOURCES

A competent workforce sits at the heart of this strategy. When advice is offered it will be targeted and transparent using the national guidance documents as a benchmark in terms of ‘standards’. DSFRS officers when dealing with businesses which do not possess the technical expertise to derive a range of acceptable outcomes which satisfy the standard required, will provide a level of advice that enables the business to understand what is required by the law, but will not extend into the field of ‘consultancy’.

DSFRS recognises the importance of training and development towards the success of fire protection work; it is committed to continuous professional development providing competence based training at appropriate career and development points.

Officers completing fire protection duties will be working to professional standards and adhering to the policies and procedures laid down by the Fire and Rescue Authority. Checking of standards will ensure that the service being provided to protect the community is correct, fair, and consistent and takes into account the principles of the compliance code.

Professional standards and enforcement outcomes will be monitored by implementation of the Service’s quality control policy.

9. ADMINISTRATION

Processes and procedures

Guidance for fire protection processes and procedures to support this fire protection strategy are contained within the service intranet, these will ensure that officers are able to carry out tasks in an efficient and consistent manner. This procedural guidance will be complied with, however, where it is considered necessary to take an alternative route then justification will be required to a more senior manager.
### Stage 1– Initial Screening:

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<thead>
<tr>
<th>Service/Directorate:</th>
<th>Community Safety</th>
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<tr>
<td>Department/Team:</td>
<td>Community Safety - Protection</td>
</tr>
<tr>
<td>Names of people completing assessment:</td>
<td>Community Safety Protection Manager</td>
</tr>
<tr>
<td>Contact Tel number:</td>
<td>01392 872 .200</td>
</tr>
<tr>
<td>Contact e-mail:</td>
<td><a href="mailto:comments@dsfire.gov.uk">comments@dsfire.gov.uk</a></td>
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<tr>
<th>Name of Function/Policy/Procedure being assessed:</th>
<th>Fire Protection Strategy</th>
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<tr>
<td>Date of Assessment:</td>
<td>23 November 2007</td>
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<th>Thinking about the strategy, function, policy or procedure you are assessing:</th>
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<tr>
<td>Is this a new or existing one? (Tick)</td>
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<tr>
<td>New</td>
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<td>✓</td>
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1. Briefly describe it’s aims and objectives?: (SEE TOOLKIT SECTION 6.1)

This document offers an overarching strategy for the discharge of the Fire and Rescue Authorities fire protection duties as required in law.

2. (a) Who is intended to benefit from it (b) in what way?: (SEE TOOLKIT SECTION 6.1)
The Fire and Rescue Authority – to ensure that the duties and expectations placed on it by Government and legislation are discharged correctly.

**Fire Safety Officers / Fire Safety Enforcement Officers** – Clear guidance provided so that all are aware of the expectations placed on them.

**The residents and persons passing through the Counties of Devon and Somerset** - by robustly discharging our duties the occupiers of all premises will benefit because they can be confident that fire protection is at the core of Devon and Somerset Fire and Rescue Services activities.

**The Responsible Person** – the responsible person under the Fire Safety Order has certain duties under this legislation to ensure the safety of persons who resort to their premises. The Fire and Rescue Authority, in following this strategy, will be ensuring that these responsible persons can be assured of fair, consistent and legally correct dealings with its enforcing officers.

### 3. What outcomes are required from it? (SEE TOOLKIT SECTION 6.1)

All fire protection actions by the Fire and Rescue Authority must conform to legal requirements, duties and obligations placed on it. This strategy is a framework that will ensure these are met.

### 4. Who are the main stakeholders? (Those who will be affected by it:) (SEE TOOLKIT SECTION 6.1)

The community of the Counties of Devon and Somerset including any visitors to the area  
The Fire and Rescue Authority  
Group Support Officers completing fire protection work  
Fire Protection - Headquarters

### 5. Who will implement it? (e.g. Operations – Personnel etc) (SEE TOOLKIT SECTION 6.1)
Area Managers, Group Managers and Group Support Officers completing fire protection work.

6. Who is the person responsible for this function/policy/procedure? (SEE TOOLKIT SECTION 6.1)

| Community Safety Protection Manager |

7. What evidence is being used for this assessment? (SEE TOOLKIT SECTION 6.2)
The impact of this fire protection strategy is on the type and use of the building that fire safety officers audit and therefore, by default on the person who is responsible for the building. The evidence that has been used to inform this assessment is;

- When developing a fire safety audit program the premises that we audit are chosen based solely on the following:
  - Integrated Risk Management Plan Note No. 4, this has been issued by HM government and provides guidance to Fire and Rescue Authorities on the development of a fire safety inspection program based on the perceived risk that a building poses; the evidence is based on empirical data provided by the Fire Service following incidents.
  - Audit following a fire – this may point towards a risk assessment not being suitable and sufficient and therefore an audit is appropriate, this will only occur if the Fire Safety Order applies to the premises.
  - Local intelligence/complaints – An audit will take place if a complaint is received by a member of the public and substantiated also local intelligence, i.e. from fire safety officers or local fire stations, may inform the audit program.

The above 3 bullet points are written into the fire protection strategy document that this assessment refers to.

- The fire safety audit is carried out using the National Audit process developed by the Chief Fire Officers Association, this process takes an objective, informed look at compliance with the Fire Safety Order and the resultant enforcement outcome is decided through a process of calculation.
- Evidence of all premises audited, their use, and the enforcement outcome is available through the fire safety management information system.
- At no time is the responsible person used as a basis to decide whether to audit premises or not.
8. You need to assess if the function/policy/procedure has or could have a differential impact on any of the following equality groups. Could a particular group be affected differently by the function/policy/procedure in either a **negative** or **positive** way? Does it maintain the status quo, which could already being causing differential impact? What existing evidence (either presumed or otherwise) do you have for this? Please give details below. (SEE TOOLKIT SECTION 6.3)

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<thead>
<tr>
<th>(i) Race:</th>
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<tr>
<td>(ii) Gender</td>
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<td>(iii) Disability</td>
<td>Yes</td>
<td>No</td>
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<td>(iv) Religion or Belief</td>
<td>Yes</td>
<td>No</td>
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<td>(v) Sexual Orientation</td>
<td>Yes</td>
<td>No</td>
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<td>(vi) Age</td>
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The assessment of where the Authority audits fire safety compliance is based on the risk to occupants. The Authority has adopted IRMP note No. 4, which provides guidance on a risk based inspection regime, we will also audit premises that have been subject to a fire, if the Fire Safety Order applies to that premises. Additionally, complaints will be investigated appropriately and local intelligence will be considered, (also see section 7).

9. Could the differential impact identified in 8 above have the potential for adverse impact (i.e. significant **negative** consequences)? (Tick). (SEE TOOLKIT SECTION 6.3).

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<th>Race</th>
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<th>Disability</th>
<th>Religion/Belief</th>
<th>Sexual Orientation</th>
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10. Are there any other policies/procedures which impact on this screening and need to be assessed with it? (Tick). (SEE TOOLKIT SECTION 6.3)
   If so, please list these and the action required in the Action Plan section further on.

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<th>Race</th>
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<th>Sexual Orientation</th>
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<td>Yes</td>
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11. Should the policy/procedure proceed to a full impact assessment? (Tick)
   If you have answered “Yes” to any part of Q9 you **must** tick “Yes”
   (SEE TOOLKIT SECTION 6.3)

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<th>Race</th>
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<td>Yes</td>
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12. If answer to Q11 is “Yes” give a date by which Full Assessment to be completed:  Date: N/A

We are satisfied that an initial screening has been carried out on this function/policy/procedure* (*delete those which do not apply) and a full equality impact assessment is/is not* (*please delete as necessary) required.

We understand that the equality impact assessment process is a statutory obligation and that, as owners of this, we take responsibility for the completion and quality of this process:

Completed by
(name and role)  Date  23 November 2007

Fire Protection Policy Manager  Date  23 November 2007

Signed (Head of Section)  Date ...........................

Moderating Group ...........................................  Date ...........................

On completion please send a copy to the Equality and Diversity Adviser

Equality Impact Assessment Stage 1: Notes for Action:

(SEE TOOLKIT SECTION 6.3)

Detailed below are actions required as a result of carrying out Initial Screening process:

<table>
<thead>
<tr>
<th>Action</th>
<th>Lead Person</th>
<th>Target Date for Action</th>
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<tbody>
<tr>
<td>1.</td>
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On completion please send a copy to the Equality and Diversity Adviser

### Stage 2 - Full Equality Impact Assessment:

1. Identify all aims of the function/policy/procedure. Have these changed since Initial Screening (see Q1 – Q6)? (SEE TOOLKIT SECTION 7.1)
   - Yes
   - No

   If Yes please detail below:

2. Consider the evidence. Has it changed since Initial Screening? (SEE TOOLKIT SECTION 7.2)
   - Yes
   - No

   If Yes please detail below the additional evidence that has been used and the methods used to collect it:
3. Assess any likely impact having considered the evidence. (SEE TOOLKIT SECTION 7.3)
   Please detail below:

   3a For which group (s) is the adverse impact most relevant? (Please identify specific group (s)) (TOOLKIT NOTE 7.3)

<table>
<thead>
<tr>
<th>Public</th>
<th>Community Groups</th>
<th>Staff, Elected Members, Representative bodies</th>
<th>Partners</th>
<th>Contractors</th>
<th>Consultees</th>
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   Comments:

4. Consider alternatives. List below the options considered to modify the policy or procedure to reduce/remove identified adverse impact. (SEE TOOLKIT SECTION 7.4)

   |        |                  |                                             |         |             |            |
   |        |                  |                                             |         |             |            |

5. Consult formally. Has consultation taken place with group (s) affected? If not, when will this take place? (SEE TOOLKIT SECTION 7.5)
   Yes  No

5a. If "yes" who was consulted and how was this done?
5b. What were the key points identified during the consultation?

6. Decide whether to adopt the new/revised policy/procedure. What solutions have been chosen and on what basis? (SEE TOOLKIT SECTION 7.6)

7. Make monitoring arrangements. How will you monitor the impact of the function/policy/procedure? (SEE TOOLKIT SECTION 7.7)

8. Publish assessment results. Have you completed the equality impact assessment summary form? If not, when will this be done? (SEE TOOLKIT SECTION 7.8)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

9. Completed By:  
Role: | Date Started | Date Completed |

I am satisfied that this Function, Policy, Procedure * (*delete those which do not apply) has been successfully Equality Impact Assessed:

I understand that the impact assessment of this function, policy, procedure is a statutory obligation and that, as owners of this we take responsibility for the completion and quality of this process:

Signed (Principal Officer)  
Date:

Approved by decision making body  
Date:
On completion please send a copy to the Equality and Diversity Adviser