

FS89 300002



HOME OFFICE

Queen Anne's Gate London SW1H 9AT

Direct line: 01-273 2845

Switchboard: 01-273 3000

Our reference: DCOL 11/88

Your reference:

LIBRARY
FIRE SERVICE COLLEGE
MORETON-IN-MARSH
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12 JAN 1989
90972

December 1988

To All Chief Officers

Dear Chief Officer,

DEAR CHIEF OFFICER LETTER 11/1988

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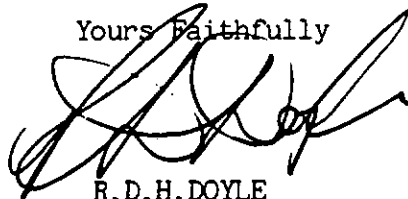
CONT/

E.R.

O. ORGANISATIONAL CHARTS OF HOME OFFICE FIRE AND EMERGENCY
PLANNING DEPARTMENT.

123-125

Yours Faithfully

A handwritten signature in black ink, appearing to be 'R.D.H. Doyle', written in a cursive style.

R.D.H. DOYLE
Her Majesty's Chief Inspector
of Fire Services.



HOME OFFICE
Queen Anne's Gate London SW1H 9AT

Direct line 01-273
Switchboard 01-273 3000

To all Chief Fire Officers

Your reference

Our reference
FEP/88 9/25/2
Date

Dear Chief Officer

ANNUAL RETURNS 1988

1. In connection with the preparation of my Annual Report for 1988, I enclose 3 copies of each of the forms dealing with:

Changes to dumping and special appliances	Form 41 and notes
Equipment	Form 42
Fire Hydrants	Form 43
Calls and Casualties	Form 44/C and notes
Fire Prevention Inspections	Form 45/D and notes
Statistics relating to the Fire Precautions Act 1971 as amended by the Fire Safety and Safety of Places of Sport Act 1987	Form 46/E and notes

2. Form 44/C and guidance notes are attached and as indicated in the DCO letter of 21 December 1987 amendments have been made. There is a need to record separately two types of false alarm calls and a special category has been inserted to cover this.

3. The Annual Fire Prevention Return called for on Form 45/D seeks, in columns 3(b) and 6(b) information concerning the man-days involved in inspecting premises. Although this is all that is at present required I understand that some brigades do, for their own purposes, collect this information in the form of man-hours. It would be helpful again, in respect of this year's return, if those brigades that are readily able to provide the man-hour involvement in the case of reinspections only would enter this information in the appropriate box in column 6(b) rather than the man days. It is stressed that this information is only called for from those brigades that can produce the information at this stage and your co-operation in this matter will be greatly appreciated.

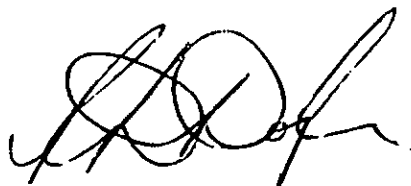
4. I should be grateful if you could arrange for 2 copies of each form to be completed and returned to Room 948, Queen Anne's Gate, if possible by 31 January, 1989.

5. You will receive separately to this letter a specimen form 45/D and 46/E (and explanatory note) which you will be asked to complete for the 1989 annual report. You may wish to take the layout etc of this form into consideration in the setting up of your recording procedures from January 1989.

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6. There are no new additional cost or manpower implications arising from this letter.

Yours sincerely

A handwritten signature in black ink, appearing to be 'R D H Doyle', written in a cursive style.

R D H DOYLE
HM Chief Inspector

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**PARTICULARS OF PUMPING AND SPECIAL APPLIANCES, AND
EQUIPMENT**

Notes on the completion of the attached Form. Except where stated, all abbreviations are taken from the current edition of the Fire Service Drill Book.

For the purposes of this return appliances should be listed in groups, according to whether they have been put into fleet*, placed on reserve or disposed of in the year to 31 December, and in 'type' sequence as follows:

WATER TENDERS: Appliances carrying 1800 or more litres of water and in addition to the main pump, carry a light portable pump: Includes WrL, WrT.

PUMPS: Appliances carrying less than 1800 litres of water: Includes PE, PL, P.

LIGHT PUMPS: Appliances carrying a minimal supply of water and constructed on a light vehicle chassis (eg Land Rover etc): Includes L4P, L4T.

TURNTABLE LADDERS: Includes TL (18 M), TL (30 M), TL (30 H) where M = Mechanical, H = Hydraulic and the height in metres. Where a booster pump is fitted – TLP (30 H) etc. Where a cage is provided this should be specified in the REMARKS column.

HYDRAULIC PLATFORMS: Includes HPP HP (14), HP (20), HP (24), HP (30) etc. Where the figure indicates the *height of the base* of the cage.

FIRE BOATS: Includes all types of craft. The rated output of the pump(s) should be stated.

EMERGENCY TENDERS: Includes ET(A) and ET(B) only.

RESCUE TENDERS: Includes tenders constructed on a light vehicle chassis (eg Land Rover).

FOAM TENDERS: Includes FoT, FST, FTr etc.

HOSE LAYERS: Includes Hose Carrier.

SALVAGE TENDERS: Includes ST and STr only.

WATER CARRIERS: WrC only.

BREATHING APPARATUS TENDERS: Includes BAT and BACV only.

CONTROL UNITS: CU only.

LIGHTING UNITS: Includes LU and LUTr only.

BREAKDOWN LORRIES: BL only.

CANTEEN VANS: CaV only.

DECONTAMINATION UNIT: DeConU only.

CHEMICAL INCIDENT UNIT: CIU only.

OTHER SPECIAL APPLIANCES: (Tractor Units or prime movers to be indicated appropriately and the uses of multi purpose prime movers to be recorded in the Remarks Column).

NOTES:

1. The return relates to appliances actually put into commission and excludes chassis purchases.
2. Any combination of 2 or more of the above appliances should be listed on this return under its primary function, eg an ET which has facilities of an ST should be listed as EST. Any appliance not covered by the abbreviations should be described IN FULL. Any appliance which additionally has some built-in feature (eg a Pump with an Air Compressor or Generator for operating power tools or lights) should have that feature recorded in the appropriate remarks column.

Some examples of entries are given overleaf. For appliances placed on reserve or disposed of, only the type and registration number are required.

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Telephone No. for enquiries:
01-213 3343

FORM 41

FIRE BRIGADE

CHANGES TO PARTICULARS OF PUMPING AND SPECIAL APPLIANCES HELD AT 31 DECEMBER 1988

PUR'D	RES'V	DISP	TYPE	REG NO.	MANUFACTURE OF APPLIANCE	MAKE OF CHASSIS	ENGINE			TRANSN		PUMP		REMARKS
							P	D	MAKE AND TYPE	M	A	RATED OUTPUT		
												litres per min @ bar		

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**PARTICULARS OF PUMPING AND SPECIAL APPLIANCES, AND
EQUIPMENT**

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PUMPS: Appliances carrying less than 1800 litres of water: Includes PE, PL, P.

LIGHT PUMPS: Appliances carrying a minimal supply of water and constructed on a light vehicle chassis (eg Land Rover etc): Includes L4P, L4T.

TURNTABLE LADDERS: Includes TL (18 M), TL (30 M), TL (30 H) where M = Mechanical, H = Hydraulic and the height in metres. Where a booster pump is fitted - TLP (30 H) etc. Where a cage is provided this should be specified in the REMARKS column.

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FIRE BOATS: Includes all types of craft. The rated output of the pump(s) should be stated.

EMERGENCY TENDERS: Includes ET(A) and ET(B) only.

RESCUE TENDERS: Includes tenders constructed on a light vehicle chassis (eg Land Rover).

FOAM TENDERS: Includes FoT, FST, FTt etc.

HOSE LAYERS: Includes Hose Carrier.

SALVAGE TENDERS: Includes ST and STt only.

WATER CARRIERS: WrC only.

BREATHING APPARATUS TENDERS: Includes BAT and BACV only.

CONTROL UNITS: CU only.

LIGHTING UNITS: Includes LU and LUTt only.

BREAKDOWN LORRIES: BL only.

CANTEEN VANS: CaV only.

DECONTAMINATION UNIT: DeConU only.

CHEMICAL INCIDENT UNIT: CIU only.

OTHER SPECIAL APPLIANCES: (Tractor Units or prime movers to be indicated appropriately and the uses of multi purpose prime movers to be recorded in the Remarks Column).

NOTES:

- * 1. The return relates to appliances actually put into commission and excludes chassis purchases.
2. Any combination of 2 or more of the above appliances should be listed on this return under its primary function, eg an ET which has facilities of an ST should be listed as EST. Any appliance not covered by the abbreviations should be described IN FULL. Any appliance which additionally has some built-in feature (eg a Pump with an Air Compressor or Generator for operating power tools or lights) should have that feature recorded in the appropriate remarks column.

Some examples of entries are given overleaf. For appliances placed on reserve or disposed of, only the type and registration number are required.

000007

Telephone No. for enquiries:
01-213 3343

FORM 41

FIRE BRIGADE

CHANGES TO PARTICULARS OF PUMPING AND SPECIAL APPLIANCES HELD AT 31 DECEMBER 1988

PUR'D	RES'V	DISP	TYPE	REG NO.	MANUFACTURE OF APPLIANCE	MAKE OF CHASSIS	ENGINE			TRANSN		PUMP	REMARKS
							P	D	MAKE AND TYPE	M	A	RATED OUTPUT	
												litres per min @ bar	

000003

PUR'D	RES'V	DISP	TYPE	REG NO.	MANUFACTURE OF APPLIANCE	MAKE OF CHASSIS	ENGINE			TRANSM		PUMP		REMARKS
							P	D	MAKE AND TYPE	M	A	RATED OUTPUT	litres per min @ bar	

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**PARTICULARS OF PUMPING AND SPECIAL APPLIANCES, AND
EQUIPMENT**

Notes on the completion of the attached Form. Except where stated, all abbreviations are taken from the current edition of the Fire Service Drill Book.

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EMERGENCY TENDERS: Includes ET(A) and ET(B) only.

RESCUE TENDERS: Includes tenders constructed on a light vehicle chassis (eg Land Rover).

FOAM TENDERS: Includes FoT, FST, FTt etc.

HOSE LAYERS: Includes Hose Carrier.

SALVAGE TENDERS: Includes ST and STt only.

WATER CARRIERS: WrC only.

BREATHING APPARATUS TENDERS: Includes BAT and BACV only.

CONTROL UNITS: CU only.

LIGHTING UNITS: Includes LU and LUTt only.

BREAKDOWN LORRIES: BL only.

CANTEEN VANS: CaV only.

DECONTAMINATION UNIT: DeConU only.

CHEMICAL INCIDENT UNIT: CIU only.

OTHER SPECIAL APPLIANCES: (Tractor Units or prime movers to be indicated appropriately and the uses of multi purpose prime movers to be recorded in the Remarks Column).

NOTES:

1. The return relates to appliances actually put into commission and excludes chassis purchases.

2. Any combination of 2 or more of the above appliances should be listed on this return under its primary function, eg an ET which has facilities of an ST should be listed as EST. Any appliance not covered by the abbreviations should be described IN FULL. Any appliance which additionally has some built-in feature (eg a Pump with an Air Compressor or Generator for operating power tools or lights) should have that feature recorded in the appropriate remarks column.

Some examples of entries are given overleaf. For appliances placed on reserve or disposed of, only the type and registration number are required.

000011

FIRE BRIGADE

CHANGES TO PARTICULARS OF PUMPING AND SPECIAL APPLIANCES HELD AT 31 DECEMBER 1988

PUR'D	RES'V	DISP	TYPE	REG NO.	MANUFACTURE OF APPLIANCE	MAKE OF CHASSIS	ENGINE			TRANSM		PUMP		REMARKS
							P	D	MAKE AND TYPE	M	A	RATED OUTPUT		
												litres per min @ bar		

000012

PUR'D	RES'V	DISP	TYPE	REG NO.	MANUFACTURE OF APPLIANCE	MAKE OF CHASSIS	ENGINE			TRANSM		PUMP		REMARKS
							P	D	MAKE AND TYPE	M	A	RATED OUTPUT	litres per min @ bar	

000013

**FIRE BRIGADE
PARTICULARS OF BREATHING APPARATUS, PORTABLE PUMPS, ESCAPES AND LADDERS
HELD AT 31 DECEMBER 1987**

BREATHING APPARATUS IN OPERATIONAL USE.	SETS		CYLINDERS - EXCLUDING THOSE USED FOR AIR TOOLS	
	Make and type of set	No. Held	Type and Capacity of cylinder	No. Held (Gross)
(i) Oxygen			Oxygen	
(ii) Compressed Air (a) positive pressure (b) standard pressure			C/Air 1200/1240 = 132 bar 1800 = 200 bar 2250 = 200 bar Others specify:	
(iii) Air Line Equipment				
(iv) Short Duration Escape Sets				
PORTABLE PUMPS	Make with rated output in litres per min			Total No. in Operational Use
13.5 metre EXTENSION LADDERS	Make			Total No. in Operational Use
9/10.5 metre EXTENSION LADDERS	Make and state whether wooden or metal			Total No. in Operational Use
ROOF LADDERS	Make and state whether wooden or metal			Total No. in Operational Use

000015

FIRE HYDRANTS

TYPE OF HYDRANT	TYPE OF OUTLET	NUMBER OF EACH TYPE OF HYDRANT (1)	REMARKS
Screw-down to BS. 750 Wedge gate valve to BS. 750 Ball valve Other types ⁽²⁾	BS BS		
TOTAL			

NOTES:

- (1) Include only those for which the fire authority has statutory responsibility
- (2) If adapted to BS outlet this should be shown

**FIRE BRIGADE
PARTICULARS OF BREATHING APPARATUS, PORTABLE PUMPS, ESCAPES AND LADDERS
HELD AT 31 DECEMBER 1987**

BREATHING APPARATUS IN OPERATIONAL USE.	SETS		CYLINDERS - EXCLUDING THOSE USED FOR AIR TOOLS	
	Make and type of set	No. Held	Type and Capacity of cylinder	No. Held (Gross)
(i) Oxygen			Oxygen	
(ii) Compressed Air (a) positive pressure (b) standard pressure			C/Air 1200/1240 = 132 bar 1800 = 200 bar 2250 = 200 bar Others specify:	
(iii) Air Line Equipment				
(iv) Short Duration Escape Sets				
PORTABLE PUMPS	Make with rated output in litres per min			Total No. in Operational Use
13.5 metre EXTENSION LADDERS	Make			Total No. in Operational Use
9/10.5 metre EXTENSION LADDERS	Make and state whether wooden or metal			Total No. in Operational Use
ROOF LADDERS	Make and state whether wooden or metal			Total No. in Operational Use

000016

FIRE HYDRANTS

TYPE OF HYDRANT	TYPE OF OUTLET	NUMBER OF EACH TYPE OF HYDRANT (1)	REMARKS
Screw-down to BS. 750 Wedge gate valve to BS. 750 Ball valve Other types ⁽²⁾	BS BS		
TOTAL			

NOTES:

- (1) Include only those for which the fire authority has statutory responsibility
- (2) If adapted to BS outlet this should be shown

**FIRE BRIGADE
PARTICULARS OF BREATHING APPARATUS, PORTABLE PUMPS, ESCAPES AND LADDERS
HELD AT 31 DECEMBER 1987**

BREATHING APPARATUS IN OPERATIONAL USE.	SETS		CYLINDERS - EXCLUDING THOSE USED FOR AIR TOOLS	
	Make and type of set	No. Held	Type and Capacity of cylinder	No. Held (Gross)
(i) Oxygen			Oxygen	
(ii) Compressed Air (a) positive pressure (b) standard pressure			C/Air 1200/1240 = 132 bar 1800 = 200 bar 2250 = 200 bar Others specify:	
(iii) Air Line Equipment				
(iv) Short Duration Escape Sets				
PORTABLE PUMPS	Make with rated output in litres per min			Total No. in Operational Use
13.5 metre EXTENSION LADDERS	Make			Total No. in Operational Use
9/10.5 metre EXTENSION LADDERS	Make and state whether wooden or metal			Total No. in Operational Use
ROOF LADDERS	Make and state whether wooden or metal			Total No. in Operational Use

000017

FIRE HYDRANTS

TYPE OF HYDRANT	TYPE OF OUTLET	NUMBER OF EACH TYPE OF HYDRANT (1)	REMARKS
Screw-down to BS. 750 Wedge gate valve to BS. 750 Ball valve Other types ⁽²⁾	BS BS		
TOTAL			

NOTES:

- (1) Include only those for which the fire authority has statutory responsibility
- (2) If adapted to BS outlet this should be shown

ANNUAL RETURNS

Form 44/C : Notes for guidance on completion

Special service calls are divided into two main categories: road accidents – section 2 (total is sum of 2(a), 2(b) and 2(c) and other special service calls – section 3. If a call involved activity in more than one of these categories, it should be counted only once, in the category which required the most work, with any false alarm, special service calls recorded in 3(j).

In section 3, the total is the sum of 3(a) to 3(k) and note that for 3(h) the total is the sum of (i) to (vii) with the total for 3(h)(iv) equal to the sum of A to H.

Descriptions of types of cases covered by some of the categories in section 3 are as follows:—

- | | | |
|-----|--|---|
| (a) | “Spillages (other than those occurring in road accidents)” | includes standing by or assisting at spillages or leakages of any substance, including radioactive or hazardous substances |
| (b) | “Pumping water” | includes pumping of drinking water (eg reservoirs, tanks); pumping from flooded premises or areas; other pumping or supply of water (eg cooling water at power stations; washing concrete mixers or other non-emergency supply of water). |
| (c) | “Effecting entry” | to any lockfast premises (includes assistance to persons locked in or out). |
| (d) | “Lift release” | includes both cases where persons are trapped and where shut in. |
| (e) | “Making safe” | includes the removal of dangerous brickwork, chimney pots or TV aerials. |
| (f) | “Animal rescue” | of live animals. |
| (g) | “Standby or precautionary action in a potentially hazardous situation (other than that occurring in road accidents)” | excludes also standing by at spillages or leakages (which are included in (a) above); includes eg standing by when explosives are unloaded, or during an aircraft landing or an electrical power failure. |
| (h) | “Other calls involving appliances or equipment, excluding inspections” | As described in detail on the form. |
| (i) | “Provision of advice, inspections etc” | whether by appliance or individual officer. |
| (j) | False alarm special service call | for any of the above categories. |
| (h) | “Any other special service calls” | any call that does not fit in the above categories or the detailed list given at (h) or as advice/inspection (i). |

As indicated, a written description of each call in category 3(k) should be provided on a separate sheet.

Paragraph 4 As indicated, details of any cases counted in paragraphs 2 and 3 which involved radioactive or hazardous substances should be given in the attachment.

ATTACHMENT TO FORM 44/C

For the purpose of this return, the definition of “hazardous substance” (including radioactive substances) is:—

1. Explosives.
2. Gases : compressed, liquified or dissolved under pressure.
3. Flammable liquids.
4. Other flammable substances (ie flammable solids and materials that are spontaneously combustible when wet).
5. Oxidizing substances and organic peroxides.

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6. Toxic (poisonous) substances including 'harmfuls'.
7. Radioactive substances.
8. Corrosives.
9. Miscellaneous dangerous substances (including irritants).

Details should be given in the attachment of all such incidents, whether they involved a fire, and have therefore been recorded on an FDR form, or were a special service call, and are therefore counted within the figures in paragraphs 2 to 3 of form 44/C.

Notes on some of the columns are as follows.

Column 3 Brief description of incident.

If a road tanker is involved this should be indicated.

Column 4 Fire (give FDR1 no.).

This should be completed if the incident involved a fire, with the FDR1 number where appropriate.

Column 5 Special service call.

This column should be ticked if the incident was a special service call.

Column 6 Static.

This column should be completed unless the substance was being transported by public road, rail, sea, air, etc.

This column should include:—

- cases where the substance was being moved within a premises or plant
- loading or unloading

Enter 'L' for loading or unloading, and 'S' in other cases.

Column 7 In transit.

This should be completed only where the substance was in transit by public road, rail, sea etc, and where the incident did not occur during loading or unloading. The relevant letter A—F should be entered as indicated on the attached.

Columns 8 and 9 Protective equipment — clothing.

Column 8 should be ticked if gas tight clothing was used by any firefighter. If other protective clothing was used, column 9 ('Other') should be completed with:

- 'P' — if chemical protection suit was used by any firefighter
- 'O' — in other cases

If no protective clothing was used the column should be left blank.

Columns 10 and 11 Protective equipment — breathing apparatus

A tick should be entered if appropriate, as indicated.

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Column 12 Were decontamination procedures carried out?

Enter:—

N — no decontamination procedures

W — full wet procedures

D — full dry procedures

O — other decontamination procedures

If decontamination procedures were used but information on the type of procedure is not available, please enter 'Y'.

An example of the above details is attached.

Any enquiries on the completion of the form and attachment should be made to Statistics Division 3, Home Office, 50 Queen Anne's Gate, London SW1H 9AT (telephone 01-273-3508).

Please give the name and telephone number of the person completing the form.

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1. RETURN OF CALLS

Please give the number of calls of each type in your brigade's own area, including any territory of other brigades for which your brigade has assumed responsibility.

	Number of calls
1. FDR1 Fires	<input type="text"/>
2. Road accident calls, of which:	<input type="text"/>
(a) persons were extricated from vehicles	<input type="text"/>
(b) services only were rendered, washing down spillage of petrol, dealing with vehicles involved, etc.	<input type="text"/>
(c) no services were rendered	<input type="text"/>
Road accident calls, total	<input type="text"/>
(sum of numbers in 2(a) to 2(c))	
3. Special service calls other than road accidents, of which:	<input type="text"/>
(a) spillages (other than those occurring in road accidents)	<input type="text"/>
(b) pumping water	<input type="text"/>
(c) effecting entry	<input type="text"/>
(d) lift release	<input type="text"/>
(e) making safe	<input type="text"/>
(f) animal rescue	<input type="text"/>
(g) standby or precautionary action in a potentially hazardous situation (other than those occurring in road accidents)	<input type="text"/>
(h) other calls involving appliances or equipment, excluding inspections, of which:	<input type="text"/>
(i) aircraft accidents, commercial or military flights (no fire situation)	<input type="text"/>
(ii) assistance to police investigating crime,	<input type="text"/>
(iii) industrial accident (persons reported trapped or injured)	<input type="text"/>
(iv) sports activity accident (persons reported trapped or injured), of which:	<input type="text"/>
A) caving	<input type="text"/>
B) potholing	<input type="text"/>
C) rockclimbing	<input type="text"/>
D) gliding (all types) and air balloon	<input type="text"/>
E) ultra light aircraft	<input type="text"/>
F) marine	<input type="text"/>
G) motor racing	<input type="text"/>
H) other sports	<input type="text"/>
Total sports activity	<input type="text"/>
(sum of numbers in A) to H))	

000021

(v) farming accident (persons reported trapped or injured)	<input type="text"/>
(vi) suicide (including attempts and threats)	<input type="text"/>
(vii) railway accident	<input type="text"/>
Total other calls involving appliances or equipment excluding inspections	<input type="text"/>
(sum of numbers in (h)(i) to (vii))	
(i) provision of advice, inspections etc, of which :	<input type="text"/>
(i) involving appliance or equipment etc	<input type="text"/>
(ii) not involving appliance or equipment	<input type="text"/>
(j) false alarm special service call	<input type="text"/>
(k) any other special service calls	<input type="text"/>
(give written details on a separate sheet)	
Total of special service calls other than road accidents	<input type="text"/>
(sum of numbers in 3(a) to (k))	

4. Please give details on the attached sheet of any incidents involving radioactive or hazardous substances including any counted above. An example of the details required is also attached.

II. CASUALTIES – FIRE DEATHS

5. Please estimate the total number of deaths resulting from fires or explosions, as reports on FDR1 forms

III. CASUALTIES – BRIGADE PERSONNEL

6. Fatal Casualties

	Number
(a) Killed on duty	<input type="text"/>
(b) Died later from injuries received	<input type="text"/>
(c) Total	<input type="text"/>

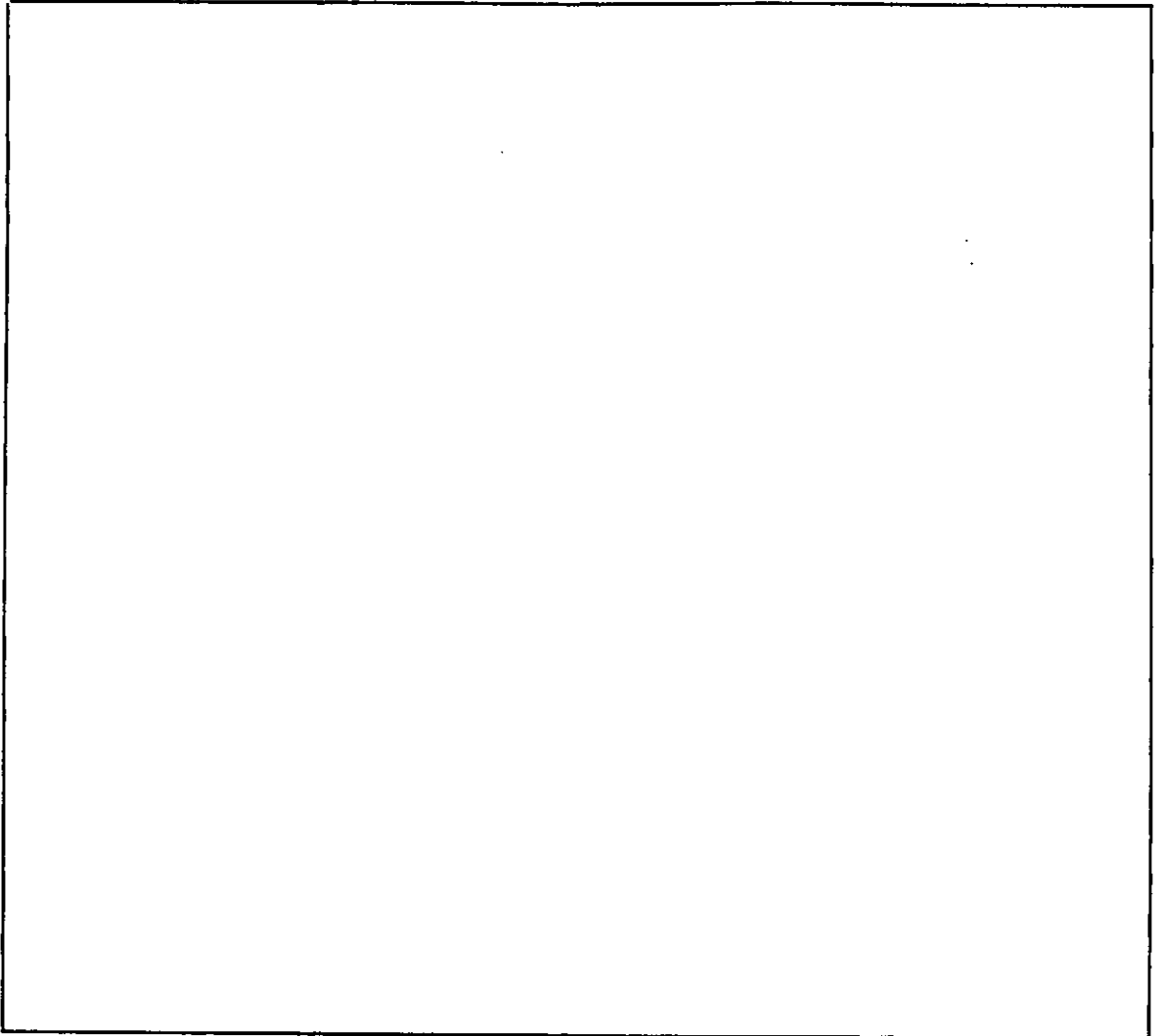
7. Serious injuries

Please give the number of personnel who sustained injuries which resulted in 2 weeks or more hospitalisation from date of injury or absence from duty for one month or more from date of injury in each of the following activities:

(a) Fire calls	<input type="text"/>
(b) Special service calls	<input type="text"/>
(c) Training	<input type="text"/>
(d) Other duties	<input type="text"/>
(e) Total	<input type="text"/>

8. Causes of serious injuries

Please comment briefly on the main causes of serious injuries to brigade personnel, drawing attention to any changes in equipment or operating methods which might prevent similar injuries in the future (continue on a separate page if necessary):

A large, empty rectangular box with a black border, intended for the user to provide comments on the causes of serious injuries to brigade personnel.

Date _____

Chief Officer

000023

ANNUAL RETURNS

Form 44/C : Notes for guidance on completion

Special service calls are divided into two main categories: road accidents – section 2 (total is sum of 2(a), 2(b) and 2(c) and other special service calls – section 3. If a call involved activity in more than one of these categories, it should be counted only once, in the category which required the most work, with any false alarm, special service calls recorded in 3(j).

In section 3, the total is the sum of 3(a) to 3(k) and note that for 3(h) the total is the sum of (i) to (vii) with the total for 3(h)(iv) equal to the sum of A to H.

Descriptions of types of cases covered by some of the categories in section 3 are as follows:—

- | | | |
|-----|--|---|
| (a) | “Spillages (other than those occurring in road accidents)” | includes standing by or assisting at spillages or leakages of any substance, including radioactive or hazardous substances |
| (b) | “Pumping water” | includes pumping of drinking water (eg reservoirs, tanks); pumping from flooded premises or areas; other pumping or supply of water (eg cooling water at power stations; washing concrete mixers or other non-emergency supply of water). |
| (c) | “Effecting entry” | to any lockfast premises (includes assistance to persons locked in or out). |
| (d) | “Lift release” | includes both cases where persons are trapped and where shut in. |
| (e) | “Making safe” | includes the removal of dangerous brickwork, chimney pots or TV aerials. |
| (f) | “Animal rescue” | of live animals. |
| (g) | “Standby or precautionary action in a potentially hazardous situation (other than that occurring in road accidents)” | excludes also standing by at spillages or leakages (which are included in (a) above): includes eg standing by when explosives are unloaded, or during an aircraft landing or an electrical power failure. |
| (h) | “Other calls involving appliances or equipment, excluding inspections” | As described in detail on the form. |
| (i) | “Provision of advice, inspections etc” | whether by appliance or individual officer. |
| (j) | False alarm special service call | for any of the above categories. |
| (k) | “Any other special service calls” | any call that does not fit in the above categories or the detailed list given at (h) |

As indicated, a written description of each call in category 3(k) should be provided on a separate sheet.

Paragraph 4 As indicated, details of any cases counted in paragraphs 2 and 3 which involved radioactive or hazardous substances should be given in the attachment.

ATTACHMENT TO FORM 44/C

For the purpose of this return, the definition of “hazardous substance” (including radioactive substances) is:—

1. Explosives.
2. Gases : compressed, liquified or dissolved under pressure.
3. Flammable liquids.
4. Other flammable substances (ie flammable solids and materials that are spontaneously combustible when wet).
5. Oxidizing substances and organic peroxides.

000024

6. Toxic (poisonous) substances including 'harmfuls'.
7. Radioactive substances.
8. Corrosives.
9. Miscellaneous dangerous substances (including irritants).

Details should be given in the attachment of all such incidents, whether they involved a fire, and have therefore been recorded on an FDR form, or were a special service call, and are therefore counted within the figures in paragraphs 2 to 3 of form 44/C.

Notes on some of the columns are as follows.

Column 3 Brief description of incident.

If a road tanker is involved this should be indicated.

Column 4 Fire (give FDR1 no.).

This should be completed if the incident involved a fire, with the FDR1 number where appropriate.

Column 5 Special service call.

This column should be ticked if the incident was a special service call.

Column 6 Static.

This column should be completed unless the substance was being transported by public road, rail, sea, air, etc.

This column should include:—

- cases where the substance was being moved within a premises or plant
- loading or unloading

Enter 'L' for loading or unloading, and 'S' in other cases.

Column 7 In transit.

This should be completed only where the substance was in transit by public road, rail, sea etc, and where the incident did not occur during loading or unloading. The relevant letter A—F should be entered as indicated on the attached.

Columns 8 and 9 Protective equipment — clothing.

Column 8 should be ticked if gas tight clothing was used by any firefighter. If other protective clothing was used, column 9 ('Other') should be completed with:

'P' — if chemical protection suit was used by any firefighter

'O' — in other cases

If no protective clothing was used the column should be left blank.

Columns 10 and 11 Protective equipment — breathing apparatus

A tick should be entered if appropriate, as indicated.

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Column 12 Were decontamination procedures carried out?

Enter:—

- N — no decontamination procedures
- W — full wet procedures
- D — full dry procedures
- O — other decontamination procedures

If decontamination procedures were used but information on the type of procedure is not available, please enter 'Y'.

An example of the above details is attached.

Any enquiries on the completion of the form and attachment should be made to Statistics Divison 3, Home Office, 50 Queen Anne's Gate, London SW1H 9AT (telephone 01-273-3508).

Please give the name and telephone number of the person completing the form.

920000

1. RETURN OF CALLS

Please give the number of calls of each type in your brigade's own area, including any territory of other brigades for which your brigade has assumed responsibility.

	Number of calls
1. FDR1 Fires	<input type="text"/>
2. Road accident calls, of which:	
(a) persons were extricated from vehicles	<input type="text"/>
(b) services only were rendered, washing down spillage of petrol, dealing with vehicles involved, etc.	<input type="text"/>
(c) no services were rendered	<input type="text"/>
Road accident calls, total	<input type="text"/>
(sum of numbers in 2(a) to 2(c))	
3. Special service calls other than road accidents, of which:	
(a) spillages (other than those occurring in road accidents)	<input type="text"/>
(b) pumping water	<input type="text"/>
(c) effecting entry	<input type="text"/>
(d) lift release	<input type="text"/>
(e) making safe	<input type="text"/>
(f) animal rescue	<input type="text"/>
(g) standby or precautionary action in a potentially hazardous situation (other than those occurring in road accidents)	<input type="text"/>
(h) other calls involving appliances or equipment, excluding inspections, of which:	
(i) aircraft accidents, commercial or military flights (no fire situation)	<input type="text"/>
(ii) assistance to police investigating crime,	<input type="text"/>
(iii) industrial accident (persons reported trapped or injured)	<input type="text"/>
(iv) sports activity accident (persons reported trapped or injured), of which:	
A) caving	<input type="text"/>
B) potholing	<input type="text"/>
C) rockclimbing	<input type="text"/>
D) gliding (all types) and air balloon	<input type="text"/>
E) ultra light aircraft	<input type="text"/>
F) marine	<input type="text"/>
G) motor racing	<input type="text"/>
H) other sports	<input type="text"/>
Total sports activity	<input type="text"/>
(sum of numbers in A) to H))	

- (v) farming accident (persons reported trapped or injured)
- (vi) suicide (including attempts and threats)
- (vii) railway accident

Total other calls involving appliances or equipment
excluding inspections

(sum of numbers in (h)(i) to (vii))

--

- (i) provision of advice, inspections etc, of which :
 - (i) involving appliance or equipment etc
 - (ii) not involving appliance or equipment
- total provision of advice, inspections etc
- (sum of numbers in i (i) and (ii))

--

- (j) false alarm special service call
- (k) any other special service calls
- (give written details on a separate sheet)

Total of special service calls other than road accidents

(sum of numbers in 3(a) to (k))

--

4. Please give details on the attached sheet of any incidents involving radioactive or hazardous substances including any counted above. An example of the details required is also attached.

II. CASUALTIES – FIRE DEATHS

5. Please estimate the total number of deaths resulting from fires or explosions, as reports on FDR1 forms

III. CASUALTIES – BRIGADE PERSONNEL

6. Fatal Casualties

- (a) Killed on duty
- (b) Died later from injuries received
- (c) Total

Number

--

7. Serious injuries

Please give the number of personnel who sustained injuries which resulted in 2 weeks or more hospitalisation from date of injury or absence from duty for one month or more from date of injury in each of the following activities:

- (a) Fire calls
- (b) Special service calls
- (c) Training
- (d) Other duties
- (e) Total

--

8. Causes of serious injuries

Please comment briefly on the main causes of serious injuries to brigade personnel, drawing attention to any changes in equipment or operating methods which might prevent similar injuries in the future (continue on a separate page if necessary):

[Empty rectangular box for comments]

Date _____

Chief Officer

000023

ANNUAL RETURNS

Form 44/C : Notes for guidance on completion

Special service calls are divided into two main categories: road accidents – section 2 (total is sum of 2(a), 2(b) and 2(c) and other special service calls – section 3. If a call involved activity in more than one of these categories, it should be counted only once, in the category which required the most work, with any false alarm, special service calls recorded in 3(j).

In section 3, the total is the sum of 3(a) to 3(k) and note that for 3(h) the total is the sum of (i) to (vii) with the total for 3(h)(iv) equal to the sum of A to H.

Descriptions of types of cases covered by some of the categories in section 3 are as follows:—

- | | | |
|-----|--|---|
| (a) | “Spillages (other than those occurring in road accidents)” | includes standing by or assisting at spillages or leakages of any substance, including radioactive or hazardous substances |
| (b) | “Pumping water” | includes pumping of drinking water (eg reservoirs, tanks); pumping from flooded premises or areas; other pumping or supply of water (eg cooling water at power stations; washing concrete mixers or other non-emergency supply of water). |
| (c) | “Effecting entry” | to any lockfast premises (includes assistance to persons locked in or out). |
| (d) | “Lift release” | includes both cases where persons are trapped and where shut in. |
| (e) | “Making safe” | includes the removal of dangerous brickwork, chimney pots or TV aerials. |
| (f) | “Animal rescue” | of live animals. |
| (g) | “Standby or precautionary action in a potentially hazardous situation (other than that occurring in road accidents)” | excludes also standing by at spillages or leakages (which are included in (a) above); includes eg standing by when explosives are unloaded, or during an aircraft landing or an electrical power failure. |
| (h) | “Other calls involving appliances or equipment, excluding inspections” | As described in detail on the form. |
| (i) | “Provision of advice, inspections etc” | whether by appliance or individual officer. |
| (j) | False alarm special service call | for any of the above categories. |
| (k) | “Any other special service calls” | any call that does not fit in the above categories or the detailed list given at (h) |

As indicated, a written description of each call in category 3(k) should be provided on a separate sheet.

Paragraph 4 As indicated, details of any cases counted in paragraphs 2 and 3 which involved radioactive or hazardous substances should be given in the attachment.

ATTACHMENT TO FORM 44/C

For the purpose of this return, the definition of “hazardous substance” (including radioactive substances) is:—

1. Explosives.
2. Gases : compressed, liquified or dissolved under pressure.
3. Flammable liquids.
4. Other flammable substances (ie flammable solids and materials that are spontaneously combustible when wet).
5. Oxidizing substances and organic peroxides.

000030

6. Toxic (poisonous) substances including 'harmfuls'.
7. Radioactive substances.
8. Corrosives.
9. Miscellaneous dangerous substances (including irritants).

Details should be given in the attachment of all such incidents, whether they involved a fire, and have therefore been recorded on an FDR form, or were a special service call, and are therefore counted within the figures in paragraphs 2 to 3 of form 44/C.

Notes on some of the columns are as follows.

Column 3 Brief description of incident.

If a road tanker is involved this should be indicated.

Column 4 Fire (give FDR1 no.).

This should be completed if the incident involved a fire, with the FDR1 number where appropriate.

Column 5 Special service call.

This column should be ticked if the incident was a special service call.

Column 6 Static.

This column should be completed unless the substance was being transported by public road, rail, sea, air, etc.

This column should include:—

- cases where the substance was being moved within a premises or plant
- loading or unloading

Enter 'L' for loading or unloading, and 'S' in other cases.

Column 7 In transit.

This should be completed only where the substance was in transit by public road, rail, sea etc, and where the incident did not occur during loading or unloading. The relevant letter A—F should be entered as indicated on the attached.

Columns 8 and 9 Protective equipment — clothing.

Column 8 should be ticked if gas tight clothing was used by any firefighter. If other protective clothing was used, column 9 ('Other') should be completed with:

- 'P' — if chemical protection suit was used by any firefighter
- 'O' — in other cases

If no protective clothing was used the column should be left blank.

Columns 10 and 11 Protective equipment — breathing apparatus

A tick should be entered if appropriate, as indicated.

000031

Column 12 Were decontamination procedures carried out?

Enter:—

N — no decontamination procedures

W — full wet procedures

D — full dry procedures

O — other decontamination procedures

If decontamination procedures were used but information on the type of procedure is not available, please enter 'Y'.

An example of the above details is attached.

Any enquiries on the completion of the form and attachment should be made to Statistics Division 3, Home Office, 50 Queen Anne's Gate, London SW1H 9AT (telephone 01-273-3508).

Please give the name and telephone number of the person completing the form.

000032

1. RETURN OF CALLS

Please give the number of calls of each type in your brigade's own area, including any territory of other brigades for which your brigade has assumed responsibility.

	Number of calls
1. FDR) Fires	<input type="text"/>
2. Road accident calls, of which:	<input type="text"/>
(a) persons were extricated from vehicles	<input type="text"/>
(b) services only were rendered, washing down spillage of petrol, dealing with vehicles involved, etc.	<input type="text"/>
(c) no services were rendered	<input type="text"/>
Road accident calls, total	<input type="text"/>
(sum of numbers in 2(a) to 2(c))	
3. Special service calls other than road accidents, of which:	<input type="text"/>
(a) spillages (other than those occurring in road accidents)	<input type="text"/>
(b) pumping water	<input type="text"/>
(c) effecting entry	<input type="text"/>
(d) lift release	<input type="text"/>
(e) making safe	<input type="text"/>
(f) animal rescue	<input type="text"/>
(g) standby or precautionary action in a potentially hazardous situation (other than those occurring in road accidents)	<input type="text"/>
(h) other calls involving appliances or equipment, excluding inspections, of which:	<input type="text"/>
(i) aircraft accidents, commercial or military flights (no fire situation)	<input type="text"/>
(ii) assistance to police investigating crime,	<input type="text"/>
(iii) industrial accident (persons reported trapped or injured)	<input type="text"/>
(iv) sports activity accident (persons reported trapped or injured), of which:	<input type="text"/>
A) caving	<input type="text"/>
B) potholing	<input type="text"/>
C) rockclimbing	<input type="text"/>
D) gliding (all types) and air balloon	<input type="text"/>
E) ultra light aircraft	<input type="text"/>
F) marine	<input type="text"/>
G) motor racing	<input type="text"/>
H) other sports	<input type="text"/>
Total sports activity	<input type="text"/>
(sum of numbers in A) to H))	

(v) farming accident (persons reported trapped or injured)	<input type="text"/>
(vi) suicide (including attempts and threats)	<input type="text"/>
(vii) railway accident	<input type="text"/>
Total other calls involving appliances or equipment excluding inspections	<input type="text"/>
(sum of numbers in (h)(i) to (vii))	
(i) provision of advice, inspections etc, of which :	<input type="text"/>
(i) involving appliance or equipment etc	<input type="text"/>
(ii) not involving appliance or equipment	<input type="text"/>
total provision of advice, inspections etc	<input type="text"/>
(sum of numbers in i (i) and (ii))	
(j) false alarm special service call	<input type="text"/>
(k) any other special service calls	<input type="text"/>
(give written details on a separate sheet)	
Total of special service calls other than road accidents	<input type="text"/>
(sum of numbers in 3(a) to (k))	

4. Please give details on the attached sheet of any incidents involving radioactive or hazardous substances including any counted above. An example of the details required is also attached.

II. CASUALTIES – FIRE DEATHS

5. Please estimate the total number of deaths resulting from fires or explosions, as reports on FDR1 forms

III. CASUALTIES – BRIGADE PERSONNEL

6. Fatal Casualties

	Number
(a) Killed on duty	<input type="text"/>
(b) Died later from injuries received	<input type="text"/>
(c) Total	<input type="text"/>

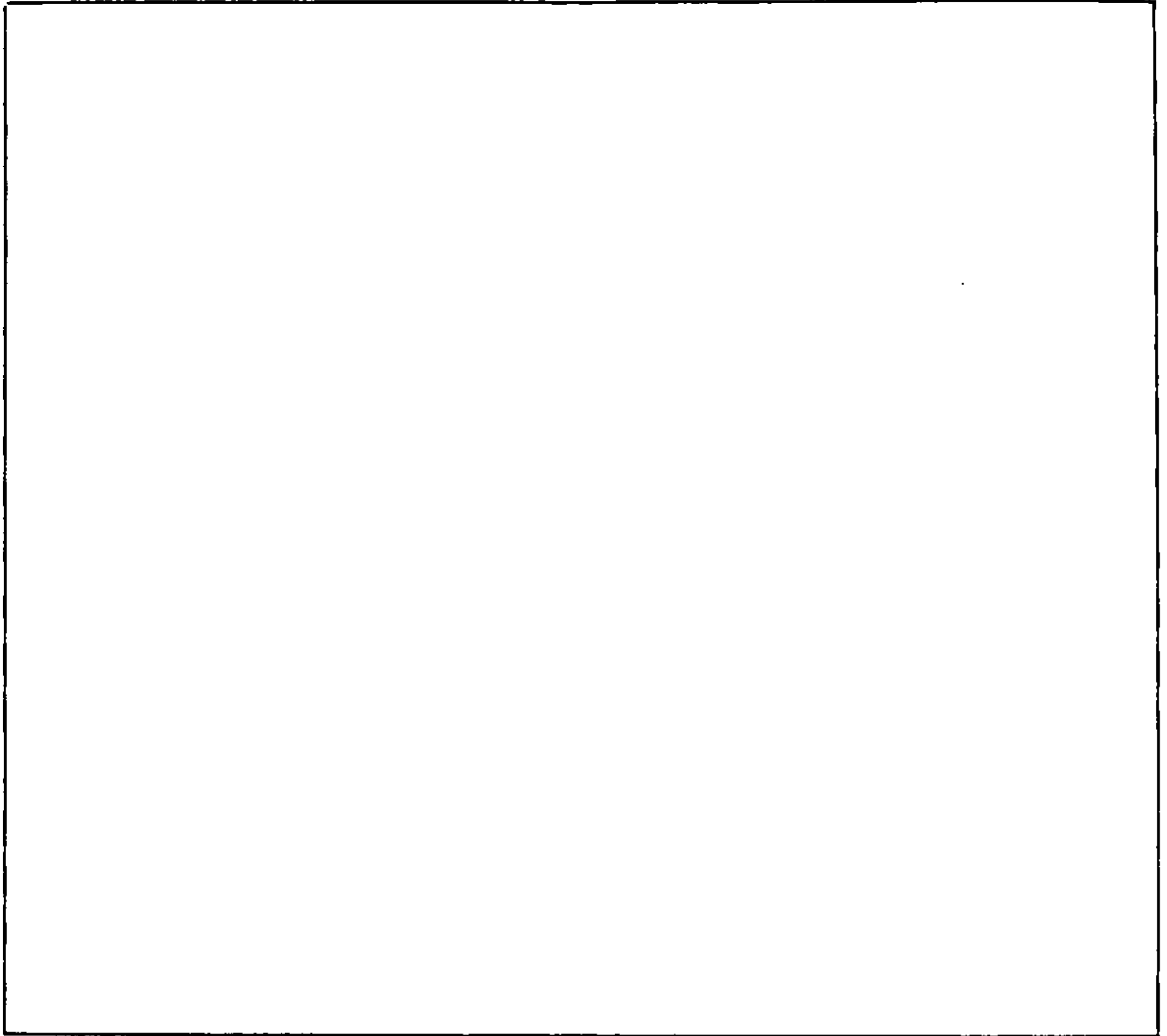
7. Serious injuries

Please give the number of personnel who sustained injuries which resulted in 2 weeks or more hospitalisation from date of injury or absence from duty for one month or more from date of injury in each of the following activities:

(a) Fire calls	<input type="text"/>
(b) Special service calls	<input type="text"/>
(c) Training	<input type="text"/>
(d) Other duties	<input type="text"/>
(e) Total	<input type="text"/>

8. Causes of serious injuries

Please comment briefly on the main causes of serious injuries to brigade personnel, drawing attention to any changes in equipment or operating methods which might prevent similar injuries in the future (continue on a separate page if necessary):



Date _____

Chief Officer

ANNUAL FIRE PREVENTION RETURNS – FORM 45/D

EXPLANATORY NOTE

1. Preamble

In the interests of consistency the following general points should be noted:

- a. For purposes of record all occupancies within premises in multiple occupation, which are being inspected for certificate, should be treated as one occupancy.
- b. In the case of factory premises the "close and curtilage" concept no longer applies and each building should be dealt with under the appropriate section.

2. Layout of Form 'D'

Inspections have been more accurately broken down under six headings defined later in this Note. It will be seen that "Examination of Plans" has been moved from the miscellaneous section to a more prominent position. In addition to the five groups of uses of premises described in paragraph 3 below there is a sixth group (F) shown as "Miscellaneous activities". This group is dealt with in paragraph 16 below.

3. Column 1

Column 1 lists various types of uses of premises and closely follows the original form 'D' but now groups the uses into five main groups "A" to "E". In some cases there will be premises containing one occupancy but with more than one use under the Fire Precautions Act. These should be recorded against the predominant use, eg a large hotel with office accommodation, and possibly a laundry, each use coming within the scope of the Act, will be entered against Hotel as this will almost certainly be the predominant use.

4. Column 2

This column calls for the return of a figure which it is thought cannot be 100% accurate. However, a figure based upon local knowledge or upon the number actually subject to inspection will be helpful. It is not intended that fire brigades mount a special exercise to attempt to arrive at a truly accurate figure.

5. Column 3

Column 3 is headed "Full Inspections" which replaces the outmoded term "Full Survey". The column is sub-divided into two, one headed "Number" and the other "Man-days". Guidance on the entries under "Number" will be given later and the entry under "Man-days" will be the total number of man-days involved in the full inspections. Half days should be included in the total. In some cases more than one officer could be engaged in a full inspection and the total involvement should be shown. If, for example, two officers have been involved, one for 2½ days and the other for 1½ days, a total of 4 days should be recorded. It is not the intention that a detailed record of time involved should be kept by each officer in which travelling time is separated from inspection time. If an officer is totally involved for a morning or an afternoon this should be shown as a half-day. Anything above a morning or afternoon involvement should be recorded as a full-day. Any time spent in writing reports and drawing plans should be included.

6. Columns 4, 5, 7 and 8

Entries in these columns will be the total number of inspections of the premises listed in Column 1. No attempt need be made to separate into half-day or full-day involvement as it is assumed that most will not exceed one day in duration, except perhaps in some cases of "Examination of Plans" (see paragraph 14 below).

7. Column 6

Column 6 has been sub-divided in the same way as column 3. The remarks made under paragraph 5 above apply to column 6.

8. Definition of "Inspection"

For the purpose of this return an inspection should be regarded as the end product of a visit or visits to premises, including discussion with architects or study of plans, which result in a report being placed on file. Such a report may take the form of a "note for file".

9. "Full Inspection"

A full inspection is a thorough and comprehensive examination of individual premises and processes at risk. If a full inspection and report necessitates a number of visits by one or more officers the total involvement should only be counted once and the total man-days should be entered in the appropriate column. Examples of "Full Inspections" are:

- a. An inspection following receipt of an application for a Fire Certificate under the Fire Precautions Act 1971.
- b. A comprehensive inspection of premises in response to a request for "goodwill" advice either from an occupier or another enforcing authority eg an authority responsible for registering a social services home.

10. "Specific Inspection"

A specific inspection is one which requires a report less detailed than in the case of a full inspection. It could deal with one specific item such as "Fire fighting equipment" or even a number of items. It will be a matter for judgment by the inspecting officers to decide which inspections fall within this category bearing in mind the definitions in paragraphs 9, 11, 12, 13 and 14. As with full inspections only one entry should be made even though more than one visit to the premises may be necessary.

11. "Follow-up Inspection"

A follow-up inspection is one that is made to ascertain what progress has been made in carrying out the measures that have been required or recommended, eg steps included in a notice issued under section 5(4) or section 8(5) of the Fire Precautions Act 1971 or the work recommended before premises are granted a licence or are registered. Visits to ascertain whether work has been satisfactorily completed prior to the issue of a fire certificate or notification to another enforcing authority should be recorded as follow-up inspections. Casual visits to premises made "whilst engaged upon other work but in the vicinity" and not the subject of a report on file should not be recorded.

12. "Re-inspection" – See Note A below

Re-inspections relate primarily, but not exclusively, to the inspection of premises which have been, or are deemed to have been, issued with a Fire Certificate under the Fire Precautions Act 1971. Whilst such inspections might be regarded as "routine" it is desirable for statistical purposes to have them recorded separately from the "routine" category. Any inspections of this kind carried out at premises not within the fire certificate procedure should also be recorded in this category against the appropriate occupancy.

13. "Routine Inspection" – See Note B below

Routine inspections are those carried out at regular intervals other than those which fall within the category of "re-inspections". This type of inspection includes "DP" inspections of places of public entertainment, fire drills at old persons' homes, hospitals etc, and any regular inspections of premises of any kind which fall short of the comprehensive inspection mentioned in paragraph 12 above.

14. "Examination of Plans"

When plans are examined, either of new projects or of alteration to existing premises, eg. in connection with Building Regulations or planning approval or for the purposes of issuing goodwill advice, these activities should be recorded under this heading. Each project examined, and which results in action being taken, should be counted as one, even though more than one drawing is involved. If the consideration of plans involves a number of consultations by one or more officers which result in only one report, then, as in the case of full inspections, the activity should only be recorded once. Should examination of plans lead to a visit to premises to enable a report to be completed, the visit should be recorded in the appropriate inspection column and no entry made in column 8. There will be projects of an extensive nature eg. proposed town centre developments or a large hospital complex, which result in a continuing involvement and the production of a number of reports on file. In these cases the initial examination should be recorded under this heading and thereafter as continuing activity shown in the appropriate inspection column.

15. Petroleum and Explosives

Most brigades have some involvement with the enforcement of Petroleum and Explosives legislation. The involvement varies and therefore it is considered convenient to place the recording in a separate group. It should be noted that entry is not required in Columns 3b and 6b.

16. Miscellaneous activities

There are a number of activities with which fire brigades are involved which cannot be conveniently shown in the columns against groups "A" to "E". These are gathered together in group "F". Such things as instruction to scouts, guides etc. and talks and film shows to outside organisations should be recorded against F.1 "Lectures/Visits". Information relating to fire investigations should be recorded against F.2 and house to house visits against F.3. In this latter case a visit to a house should be shown as one even though more than one member of the brigade might be involved. Other activities not falling within the above categories, and resulting in a visit, should be shown against F.4.

NOTE A (paragraph 12)

These are comprehensive inspections made to ascertain whether the conditions stated, for all premises in the various categories are in accordance or otherwise with the information contained in the premises file eg. whenever residential-care premises are re-inspected for this purpose, the record of the inspection should be recorded in columns 6a and 6b.

NOTE B (paragraph 13)

In many instances re-inspection of premises are being wrongly recorded as a routine inspection. Column 7 should be used for inspection of premises only in accordance with the wording of paragraph 13.

Fire Department
Home Office
Queen Anne's Gate
LONDON SW1H 9AT.

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BEFORE COMPLETING THIS FORM PLEASE READ CAREFULLY THE ATTACHED EXPLANATORY NOTE

RETURN OF FIRE PREVENTION INSPECTIONS

FIRE BRIGADE

FORM 45/D

YEAR ENDED 31 DECEMBER 1987

Use of Premises (1)	Number of premises known to Brigade (2)	Full Inspections		Specific Inspections (4)	Follow-up Inspections (5)	Re-inspections		Routine Inspections (7)	Examination of Plans (8)	Total number of Inspections (cols. 3a, 4, 5, 6a, 7, 8, inc.) (9)
		Number (3a)	Man-days (3b)			Number (6a)	Man-days (6b)			
* A. Premises required to have fire certificate under the Fire Precautions Act 1971										
1. Hotel/Boarding House										
2. Factory										
3. Office										
4. Shop										
5. Railway										
B. Residential Accommodation										
1. Hotels (not covered by A.1)										
2. Old Persons' Homes										
3. Disabled Persons' Homes										
4. Homes for Mentally Handicapped										
5. Nursing Homes										
6. Hospitals										
7. Boarding Schools										
8. University/College Halls of Residence										
9. Residential Clubs										
10. Holiday Centres										
11. Hostels										

**Based upon the detailed information given on Form 46/E*

000033

Use of Premises	Number of premises known to Brigade	Full Inspections		Specific Inspections	Follow-up Inspections	Re-instructions		Routine Inspections	Examination of Plans	Total
		Number	Man-days			Number	Man-days			
(1)	(2)	(3a)	(3b)	(4)	(5)	(6a)	(6b)	(7)	(8)	(9)
B. (continued)										
12. Community Homes (including Children's Homes)										
13. Prisons, Borstals etc.										
14. Houses in multiple occupation (Housing Acts)										
15. Flats (s. 60 PHA 1936)										
16. Other residential accommodation										
C. Non-Residential Accommodation										
1. Registered Clubs										
2. Licensed Clubs										
3. Theatres										
4. Cinemas										
5. Bingo Halls										
6. Casinos										
7. Ball-rooms/Dance Halls										
8. Schools										
9. Universities/Technical Colleges										
10. Public Halls/Community Halls/Village Halls										
11. Clinics										
12. Day Hospitals										

Use of Premises (1)	Number of premises known to Brigade (2)	Full Inspections		Specific Inspections (4)	Follow-up Inspections (5)	Re-inspections		Routine Inspections (7)	Examination of Plans (8)	Total (9)
		Number (3a)	Man-days (3b)			Number (6a)	Man-days (6b)			
C. (continued)										
13. Nurseries										
14. Laboratories										
15. Offices (not covered by A.3)										
16. Shops (not covered by A.4)										
17. Factories (not covered by A.2)										
18. Art Galleries										
19. Museums										
20. Libraries										
21. Billiard Halls										
22. Others										
D. Other Establishments										
1. Animal Boarding Establishments										
2. Dog Breeding Establishments										
3. Riding Establishments										
4. Caravan Sites										
5. Others (including farms)										
Sub-totals (A to D inclusive)										

000040

Use of Premises	Number of premises known to Brigade	Full Inspections		Specific Inspections	Follow-up Inspections	Re-inspections		Routine Inspections	Examination of Plans	Total
		Number	Man-days			Number	Man-days			
(1)	(2)	(3a)	(3b)	(4)	(5)	(6a)	(6b)	(7)	(8)	(9)
E. Petroleum and Explosives										
1. Inspections under the Petroleum (Consolidation) Act 1928 etc.										
2. Inspections under the Explosives Act 1875										
Sub totals (E)										
GRAND TOTALS										
F. Miscellaneous Activities	Number made during year									
1. Lectures/Visits										
2. Fire Investigation										
3. House to House Visits										
4. Other Visits										
Total										

000041

ANNUAL FIRE PREVENTION RETURNS – FORM 45/D

EXPLANATORY NOTE

1. Preamble

In the interests of consistency the following general points should be noted:

- a. For purposes of record all occupancies within premises in multiple occupation, which are being inspected for certificate, should be treated as one occupancy.
- b. In the case of factory premises the "close and curtilage" concept no longer applies and each building should be dealt with under the appropriate section.

2. Layout of Form 'D'

Inspections have been more accurately broken down under six headings defined later in this Note. It will be seen that "Examination of Plans" has been moved from the miscellaneous section to a more prominent position. In addition to the five groups of uses of premises described in paragraph 3 below there is a sixth group (F) shown as "Miscellaneous activities". This group is dealt with in paragraph 16 below.

3. Column 1

Column 1 lists various types of uses of premises and closely follows the original form 'D' but now groups the uses into five main groups "A" to "E". In some cases there will be premises containing one occupancy but with more than one use under the Fire Precautions Act. These should be recorded against the predominant use, eg a large hotel with office accommodation, and possibly a laundry, each use coming within the scope of the Act, will be entered against Hotel as this will almost certainly be the predominant use.

4. Column 2

This column calls for the return of a figure which it is thought cannot be 100% accurate. However, a figure based upon local knowledge or upon the number actually subject to inspection will be helpful. It is not intended that fire brigades mount a special exercise to attempt to arrive at a truly accurate figure.

5. Column 3

Column 3 is headed "Full Inspections" which replaces the outmoded term "Full Survey". The column is sub-divided into two, one headed "Number" and the other "Man-days". Guidance on the entries under "Number" will be given later and the entry under "Man-days" will be the total number of man-days involved in the full inspections. Half days should be included in the total. In some cases more than one officer could be engaged in a full inspection and the total involvement should be shown. If, for example, two officers have been involved, one for 2½ days and the other for 1½ days, a total of 4 days should be recorded. It is not the intention that a detailed record of time involved should be kept by each officer in which travelling time is separated from inspection time. If an officer is totally involved for a morning or an afternoon this should be shown as a half-day. Anything above a morning or afternoon involvement should be recorded as a full-day. Any time spent in writing reports and drawing plans should be included.

6. Columns 4, 5, 7 and 8

Entries in these columns will be the total number of inspections of the premises listed in Column 1. No attempt need be made to separate into half-day or full-day involvement as it is assumed that most will not exceed one day in duration, except perhaps in some cases of "Examination of Plans" (see paragraph 14 below).

7. Column 6

Column 6 has been sub-divided in the same way as column 3. The remarks made under paragraph 5 above apply to column 6.

8. Definition of "Inspection"

For the purpose of this return an inspection should be regarded as the end product of a visit or visits to premises, including discussion with architects or study of plans, which result in a report being placed on file. Such a report may take the form of a "note for file".

9. "Full Inspection"

A full inspection is a thorough and comprehensive examination of individual premises and processes at risk. If a full inspection and report necessitates a number of visits by one or more officers the total involvement should only be counted once and the total man-days should be entered in the appropriate column. Examples of "Full Inspections" are:

- a. An inspection following receipt of an application for a Fire Certificate under the Fire Precautions Act 1971.
- b. A comprehensive inspection of premises in response to a request for "goodwill" advice either from an occupier or another enforcing authority eg an authority responsible for registering a social services home.

10. "Specific Inspection"

A specific inspection is one which requires a report less detailed than in the case of a full inspection. It could deal with one specific item such as "Fire fighting equipment" or even a number of items. It will be a matter for judgment by the inspecting officers to decide which inspections fall within this category bearing in mind the definitions in paragraphs 9, 11, 12, 13 and 14. As with full inspections only one entry should be made even though more than one visit to the premises may be necessary.

11. "Follow-up Inspection"

A follow-up inspection is one that is made to ascertain what progress has been made in carrying out the measures that have been required or recommended, eg steps included in a notice issued under section 5(4) or section 8(5) of the Fire Precautions Act 1971 or the work recommended before premises are granted a licence or are registered. Visits to ascertain whether work has been satisfactorily completed prior to the issue of a fire certificate or notification to another enforcing authority should be recorded as follow-up inspections. Casual visits to premises made "whilst engaged upon other work but in the vicinity" and not the subject of a report on file should not be recorded.

12. "Re-inspection" – See Note A below

Re-inspections relate primarily, but not exclusively, to the inspection of premises which have been, or are deemed to have been, issued with a Fire Certificate under the Fire Precautions Act 1971. Whilst such inspections might be regarded as "routine" it is desirable for statistical purposes to have them recorded separately from the "routine" category. Any inspections of this kind carried out at premises not within the fire certificate procedure should also be recorded in this category against the appropriate occupancy.

13. "Routine Inspection" – See Note B below

Routine inspections are those carried out at regular intervals other than those which fall within the category of "re-inspections". This type of inspection includes "DP" inspections of places of public entertainment, fire drills at old persons' homes, hospitals etc, and any regular inspections of premises of any kind which fall short of the comprehensive inspection mentioned in paragraph 12 above.

14. "Examination of Plans"

When plans are examined, either of new projects or of alteration to existing premises, eg in connection with Building Regulations or planning approval or for the purposes of issuing goodwill advice, these activities should be recorded under this heading. Each project examined, and which results in action being taken, should be counted as one, even though more than one drawing is involved. If the consideration of plans involves a number of consultations by one or more officers which result in only one report, then, as in the case of full inspections, the activity should only be recorded once. Should examination of plans lead to a visit to premises to enable a report to be completed, the visit should be recorded in the appropriate inspection column and no entry made in column 8. There will be projects of an extensive nature eg. proposed town centre developments or a large hospital complex, which result in a continuing involvement and the production of a number of reports on file. In these cases the initial examination should be recorded under this heading and thereafter as continuing activity shown in the appropriate inspection column.

15. Petroleum and Explosives

Most brigades have some involvement with the enforcement of Petroleum and Explosives legislation. The involvement varies and therefore it is considered convenient to place the recording in a separate group. It should be noted that entry is not required in Columns 3b and 6b.

16. Miscellaneous activities

There are a number of activities with which fire brigades are involved which cannot be conveniently shown in the columns against groups "A" to "E". These are gathered together in group "F". Such things as instruction to scouts, guides etc. and talks and film shows to outside organisations should be recorded against F.1 "Lectures/Visits". Information relating to fire investigations should be recorded against F.2 and house to house visits against F.3. In this latter case a visit to a house should be shown as one even though more than one member of the brigade might be involved. Other activities not falling within the above categories, and resulting in a visit, should be shown against F.4.

NOTE A (paragraph 12)

These are comprehensive inspections made to ascertain whether the conditions stated, for all premises in the various categories are in accordance or otherwise with the information contained in the premises file eg. whenever residential-care premises are re-inspected for this purpose, the record of the inspection should be recorded in columns 6a and 6b.

NOTE B (paragraph 13)

In many instances re-inspection of premises are being wrongly recorded as a routine inspection. Column 7 should be used for inspection of premises only in accordance with the wording of paragraph 13.

Fire Department
Home Office
Queen Anne's Gate
LONDON SW1H 9AT.

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BEFORE COMPLETING THIS FORM PLEASE READ CAREFULLY THE ATTACHED EXPLANATORY NOTE

RETURN OF FIRE PREVENTION INSPECTIONS

FIRE BRIGADE

FORM 45/D

YEAR ENDED 31 DECEMBER 1987

Use of Premises (1)	Number of premises known to Brigade (2)	Full Inspections		Specific Inspections (4)	Follow-up Inspections (5)	Re-inspections		Routine Inspections (7)	Examination of Plans (8)	Total number of Inspections (cols. 3a, 4, 5, 6a, 7, 8, inc.) (9)
		Number (3a)	Man-days (3b)			Number (6a)	Man-days (6b)			
* A. Premises required to have fire certificate under the Fire Precautions Act 1971										
1. Hotel/Boarding House										
2. Factory										
3. Office										
4. Shop										
5. Railway										
B. Residential Accommodation										
1. Hotels (not covered by A.1)										
2. Old Persons' Homes										
3. Disabled Persons' Homes										
4. Homes for Mentally Handicapped										
5. Nursing Homes										
6. Hospitals										
7. Boarding Schools										
8. University/College Halls of Residence										
9. Residential Clubs										
10. Holiday Centres										
11. Hostels										

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*Based upon the detailed information given on Form 46/E

Use of Premises	Number of premises known to Brigade	Full Inspections		Specific Inspections	Follow-up Inspections	Re-instructions		Routine Inspections	Examination of Plans	Total
		Number	Man-days			Number	Man-days			
(1)	(2)	(3a)	(3b)	(4)	(5)	(6a)	(6b)	(7)	(8)	(9)
B. (continued)										
12. Community Homes (including Children's Homes)										
13. Prisons, Borstals etc.										
14. Houses in multiple occupation (Housing Acts)										
15. Flats (s. 60 PHA 1936)										
16. Other residential accommodation										
C. Non-Residential Accommodation										
1. Registered Clubs										
2. Licensed Clubs										
3. Theatres										
4. Cinemas										
5. Bingo Halls										
6. Casinos										
7. Ball-rooms/Dance Halls										
8. Schools										
9. Universities/Technical Colleges										
10. Public Halls/Community Halls/Village Halls										
11. Clinics										
12. Day Hospitals										

000045

Use of Premises	Number of premises known to Brigade	Full Inspections		Specific Inspections	Follow-up Inspections	Re-inspections		Routine Inspections	Examination of Plans	Total
		Number	Man-days			Number	Man-days			
(1)	(2)	(3a)	(3b)	(4)	(5)	(6a)	(6b)	(7)	(8)	(9)
C. (continued)										
13. Nurseries										
14. Laboratories										
15. Offices (not covered by A.3)										
16. Shops (not covered by A.4)										
17. Factories (not covered by A.2)										
18. Art Galleries										
19. Museums										
20. Libraries										
21. Billiard Halls										
22. Others										
D. Other Establishments										
1. Animal Boarding Establishments										
2. Dog Breeding Establishments										
3. Riding Establishments										
4. Caravan Sites										
5. Others (including farms)										
Sub-totals (A to D inclusive)										

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Use of Premises (1)	Number of premises known to Brigade (2)	Full Inspections		Specific Inspections (4)	Follow-up Inspections (5)	Re-inspections		Routine Inspections (7)	Examination of Plans (8)	Total (9)
		Number (3a)	Man-days (3b)			Number (6a)	Man-days (6b)			
E. Petroleum and Explosives										
1. Inspections under the Petroleum (Consolidation) Act 1928 etc.										
2. Inspections under the Explosives Act 1875										
Sub totals (E)										
GRAND TOTALS										
F. Miscellaneous Activities	Number made during year									
1. Lectures/Visits										
2. Fire Investigation										
3. House to House Visits										
4. Other Visits										
Total										

000047

ANNUAL FIRE PREVENTION RETURNS – FORM 45/D

EXPLANATORY NOTE

1. Preamble

In the interests of consistency the following general points should be noted:

- a. For purposes of record all occupancies within premises in multiple occupation, which are being inspected for certificate, should be treated as one occupancy.
- b. In the case of factory premises the "close and curtilage" concept no longer applies and each building should be dealt with under the appropriate section.

2. Layout of Form 'D'

Inspections have been more accurately broken down under six headings defined later in this Note. It will be seen that "Examination of Plans" has been moved from the miscellaneous section to a more prominent position. In addition to the five groups of uses of premises described in paragraph 3 below there is a sixth group (F) shown as "Miscellaneous activities". This group is dealt with in paragraph 16 below.

3. Column 1

Column 1 lists various types of uses of premises and closely follows the original form 'D' but now groups the uses into five main groups "A" to "E". In some cases there will be premises containing one occupancy but with more than one use under the Fire Precautions Act. These should be recorded against the predominant use, eg a large hotel with office accommodation, and possibly a laundry, each use coming within the scope of the Act, will be entered against Hotel as this will almost certainly be the predominant use.

4. Column 2

This column calls for the return of a figure which it is thought cannot be 100% accurate. However, a figure based upon local knowledge or upon the number actually subject to inspection will be helpful. It is not intended that fire brigades mount a special exercise to attempt to arrive at a truly accurate figure.

5. Column 3

Column 3 is headed "Full Inspections" which replaces the outmoded term "Full Survey". The column is sub-divided into two, one headed "Number" and the other "Man-days". Guidance on the entries under "Number" will be given later and the entry under "Man-days" will be the total number of man-days involved in the full inspections. Half days should be included in the total. In some cases more than one officer could be engaged in a full inspection and the total involvement should be shown. If, for example, two officers have been involved, one for 2½ days and the other for 1½ days, a total of 4 days should be recorded. It is not the intention that a detailed record of time involved should be kept by each officer in which travelling time is separated from inspection time. If an officer is totally involved for a morning or an afternoon this should be shown as a half-day. Anything above a morning or afternoon involvement should be recorded as a full-day. Any time spent in writing reports and drawing plans should be included.

6. Columns 4, 5, 7 and 8

Entries in these columns will be the total number of inspections of the premises listed in Column 1. No attempt need be made to separate into half-day or full-day involvement as it is assumed that most will not exceed one day in duration, except perhaps in some cases of "Examination of Plans" (see paragraph 14 below).

7. Column 6

Column 6 has been sub-divided in the same way as column 3. The remarks made under paragraph 5 above apply to column 6.

8. Definition of "Inspection"

For the purpose of this return an inspection should be regarded as the end product of a visit or visits to premises, including discussion with architects or study of plans, which result in a report being placed on file. Such a report may take the form of a "note for file".

9. "Full Inspection"

A full inspection is a thorough and comprehensive examination of individual premises and processes at risk. If a full inspection and report necessitates a number of visits by one or more officers the total involvement should only be counted once and the total man-days should be entered in the appropriate column. Examples of "Full Inspections" are:

- a. An inspection following receipt of an application for a Fire Certificate under the Fire Precautions Act 1971.
- b. A comprehensive inspection of premises in response to a request for "goodwill" advice either from an occupier or another enforcing authority eg an authority responsible for registering a social services home.

10. "Specific Inspection"

A specific inspection is one which requires a report less detailed than in the case of a full inspection. It could deal with one specific item such as "Fire fighting equipment" or even a number of items. It will be a matter for judgment by the inspecting officers to decide which inspections fall within this category bearing in mind the definitions in paragraphs 9, 11, 12, 13 and 14. As with full inspections only one entry should be made even though more than one visit to the premises may be necessary.

11. "Follow-up Inspection"

A follow-up inspection is one that is made to ascertain what progress has been made in carrying out the measures that have been required or recommended, eg steps included in a notice issued under section 5(4) or section 8(5) of the Fire Precautions Act 1971 or the work recommended before premises are granted a licence or are registered. Visits to ascertain whether work has been satisfactorily completed prior to the issue of a fire certificate or notification to another enforcing authority should be recorded as follow-up inspections. Casual visits to premises made "whilst engaged upon other work but in the vicinity" and not the subject of a report on file should not be recorded.

12. "Re-inspection" – See Note A below

Re-inspections relate primarily, but not exclusively, to the inspection of premises which have been, or are deemed to have been, issued with a Fire Certificate under the Fire Precautions Act 1971. Whilst such inspections might be regarded as "routine" it is desirable for statistical purposes to have them recorded separately from the "routine" category. Any inspections of this kind carried out at premises not within the fire certificate procedure should also be recorded in this category against the appropriate occupancy.

13. "Routine Inspection" – See Note B below

Routine inspections are those carried out at regular intervals other than those which fall within the category of "re-inspections". This type of inspection includes "DP" inspections of places of public entertainment, fire drills at old persons' homes, hospitals etc, and any regular inspections of premises of any kind which fall short of the comprehensive inspection mentioned in paragraph 12 above.

14. "Examination of Plans"

When plans are examined, either of new projects or of alteration to existing premises, eg. in connection with Building Regulations or planning approval or for the purposes of issuing goodwill advice, these activities should be recorded under this heading. Each project examined, and which results in action being taken, should be counted as one, even though more than one drawing is involved. If the consideration of plans involves a number of consultations by one or more officers which result in only one report, then, as in the case of full inspections, the activity should only be recorded once. Should examination of plans lead to a visit to premises to enable a report to be completed, the visit should be recorded in the appropriate inspection column and no entry made in column 8. There will be projects of an extensive nature eg. proposed town centre developments or a large hospital complex, which result in a continuing involvement and the production of a number of reports on file. In these cases the initial examination should be recorded under this heading and thereafter as continuing activity shown in the appropriate inspection column.

15. Petroleum and Explosives

Most brigades have some involvement with the enforcement of Petroleum and Explosives legislation. The involvement varies and therefore it is considered convenient to place the recording in a separate group. It should be noted that entry is not required in Columns 3b and 6b.

16. Miscellaneous activities

There are a number of activities with which fire brigades are involved which cannot be conveniently shown in the columns against groups "A" to "E". These are gathered together in group "F". Such things as instruction to scouts, guides etc. and talks and film shows to outside organisations should be recorded against F.1 "Lectures/Visits". Information relating to fire investigations should be recorded against F.2 and house to house visits against F.3. In this latter case a visit to a house should be shown as one even though more than one member of the brigade might be involved. Other activities not falling within the above categories, and resulting in a visit, should be shown against F.4.

NOTE A (paragraph 12)

These are comprehensive inspections made to ascertain whether the conditions stated, for all premises in the various categories are in accordance or otherwise with the information contained in the premises file eg. whenever residential-care premises are re-inspected for this purpose, the record of the inspection should be recorded in columns 6a and 6b.

NOTE B (paragraph 13)

In many instances re-inspection of premises are being wrongly recorded as a routine inspection. Column 7 should be used for inspection of premises only in accordance with the wording of paragraph 13.

BEFORE COMPLETING THIS FORM PLEASE READ CAREFULLY THE ATTACHED EXPLANATORY NOTE

RETURN OF FIRE PREVENTION INSPECTIONS

FIRE BRIGADE

FORM 45/D

YEAR ENDED 31 DECEMBER 1987

Use of Premises (1)	Number of premises known to Brigade (2)	Full Inspections		Specific Inspections (4)	Follow-up Inspections (5)	Re-inspections		Routine Inspections (7)	Examination of Plans (8)	Total number of Inspections (cols. 3a, 4, 5, 6a, 7, 8, inc.) (9)
		Number (3a)	Man-days (3b)			Number (6a)	Man-days (6b)			
* A. Premises required to have fire certificate under the Fire Precautions Act 1971										
1. Hotel/Boarding House										
2. Factory										
3. Office										
4. Shop										
5. Railway										
B. Residential Accommodation										
1. Hotels (not covered by A.1)										
2. Old Persons' Homes										
3. Disabled Persons' Homes										
4. Homes for Mentally Handicapped										
5. Nursing Homes										
6. Hospitals										
7. Boarding Schools										
8. University/College Halls of Residence										
9. Residential Clubs										
10. Holiday Centres										
11. Hostels										

000050

Use of Premises	Number of premises known to Brigade	Full Inspections		Specific Inspections	Follow-up Inspections	Re-instructions		Routine Inspections	Examination of Plans	Total
		Number	Man-days			Number	Man-days			
(1)	(2)	(3a)	(3b)	(4)	(5)	(6a)	(6b)	(7)	(8)	(9)
B. (continued)										
12. Community Homes (including Children's Homes)										
13. Prisons, Borstals etc.										
14. Houses in multiple occupation (Housing Acts)										
15. Flats (s. 60 PHA 1936)										
16. Other residential accommodation										
C. Non-Residential Accommodation										
1. Registered Clubs										
2. Licensed Clubs										
3. Theatres										
4. Cinemas										
5. Bingo Halls										
6. Casinos										
7. Ball-rooms/Dance Halls										
8. Schools										
9. Universities/Technical Colleges										
10. Public Halls/Community Halls/Village Halls										
11. Clinics										
12. Day Hospitals										

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Use of Premises	Number of premises known to Brigade	Full Inspections		Specific Inspections	Follow-up Inspections	Re-inspections		Routine Inspections	Examination of Plans	Total
		Number	Man-days			Number	Man-days			
(1)	(2)	(3a)	(3b)	(4)	(5)	(6a)	(6b)	(7)	(8)	(9)
C. (continued)										
13. Nurseries										
14. Laboratories										
15. Offices (not covered by A.3)										
16. Shops (not covered by A.4)										
17. Factories (not covered by A.2)										
18. Art Galleries										
19. Museums										
20. Libraries										
21. Billiard Halls										
22. Others										
D. Other Establishments										
1. Animal Boarding Establishments										
2. Dog Breeding Establishments										
3. Riding Establishments										
4. Caravan Sites										
5. Others (including farms)										
Sub-totals (A to D inclusive)										

Use of Premises	Number of premises known to Brigade	Full Inspections		Specific Inspections	Follow-up Inspections	Re-inspections		Routine Inspections	Examination of Plans	Total
		Number	Man-days			Number	Man-days			
(1)	(2)	(3a)	(3b)	(4)	(5)	(6a)	(6b)	(7)	(8)	(9)
E. Petroleum and Explosives										
1. Inspections under the Petroleum (Consolidation) Act 1928 etc.										
2. Inspections under the Explosives Act 1875										
Sub totals (E)										
GRAND TOTALS										
F. Miscellaneous Activities	Number made during year									
1. Lectures/Visits										
2. Fire Investigation										
3. House to House Visits										
4. Other Visits										
Total										

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ANNUAL RETURNS – Statistics Relating to Fire Precautions Act 1971

EXPLANATORY NOTE TO FORM 46/E

Section A

This part is designed to show the progress that has been made during the year with the certification of premises under the Fire Precautions Act 1971 and to show the position as it is at the end of the year. It is important that for factory, office and railway premises only those certificates specifically issued under the 1971 Act (and not certificates deemed to be so) should be included. The return, when read in conjunction with the information contained in Section B, will show the number of certificates in force and the number of premises which are awaiting certification, sub-divided to show those in respect of which a formal notice of 'steps to be taken' has been issued and those which have not yet reached that stage. In those cases in which it is the practice to issue an informal notice of steps to be taken and follow this up with a formal notice, perhaps after discussion with the occupier, the phrase 'informed of the steps to be taken' relates to the issue of the formal notice.

The return also provides for information to be categorised as to the major occupancy of the premises. Section 1 of the Offices, Shops and Railway Premises Act 1963 defines office premises, shops premises and railway premises and these definitions should be used. Many premises will be put to 2 or more uses, eg a hotel with office accommodation for a wages clerk or receptionist, a factory with an office on the top floor, a departmental store with a shoe repairing kiosk (a factory) on the premises, but in these cases it is probable that the major use to which the premises are put will be self-evident. There is no need to examine existing records to categorise premises since it is only when there is a change or the issue of a new certificate that the need to categorise arises.

Difficulties may be experienced in the counting and categorisation when 2 or more premises, perhaps put to different uses, form part or the whole of a building in multiple occupation. If one certificate has been issued covering a number of premises this should only be counted once. If however separate certificates have been issued for each of the premises then the certificates should be counted separately. A similar guide should be applied when answering question 6. If it is intended that only one certificate will be issued covering a number of premises this should be counted as one but if it is intended that a number of certificates will be issued the actual number should be counted. A commonsense approach will have to be adopted in categorising the major occupancy in the multiple situation, but it should be relatively easy to decide the major use of the building.

The return will also show the number of certificates issued under the 1971 Act in respect of initial applications and those which have been issued to replace certificates previously issued under the Factories Act 1961 or the Offices, Shops and Railway Premises Act 1963. Provision is made to include information as to the number of certificates issued under the 1971 Act that have ceased to have effect during the year.

Section B

This part of the form is designed to give details of those certificates which were issued under the 1961 and 1963 Acts and which are deemed to be certificates issued under the 1971 Act. The return will provide information as to the number of certificates in force at the start of the year and which have ceased to have effect during the year. The number of certificates still in force at the end of the year will, when taken into consideration with the information on certification under the 1971 Act, give the number of both certified and certifiable premises in the fire authority area. As time goes by a diminishing number of certificates issued under the 1961 and 1963 Acts will remain in force and consideration will, in due course, be given to discontinuing this part of the return.

Section C

This is designed to provide information on appeals under Section 9 of the 1971 Act. The information should be readily available in bridges.

Section D

This part is designed to give information as to the number of prosecutions instituted under the 1971 Act and is intended to ensure that the information on all prosecutions is obtained by the Fire Department of the Home Office.

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Section E

This part will provide information regarding those cases in which the Fire Authority has felt it necessary to institute action under Section 10 of the 1971 Act and may well indicate potential future areas for early designation. Again the information asked for will be readily available in brigades.

**Fire Department
Home Office
Queen Anne's Gate**

Telephone 01.213 3371

000055

BEFORE COMPLETING THIS FORM PLEASE READ CAREFULLY THE ATTACHED EXPLANATORY NOTE

STATISTICS RELATING TO THE FIRE PRECAUTIONS ACT 1971
Return for the Year ended 31st December 1987

FIRE BRIGADE

FORM 46/E

BRIGADE CONTACT POINT TEL. NO.

A. PROGRESS ON CERTIFICATION

MAJOR OCCUPANCY

	HOTEL/ BOARDING HOUSE	FACTORY	OFFICE	SHOP	RAILWAY PREMISES	TOTAL
1. Number of FP Act certificates in force at 31st December of previous return year ^a . . .						
2. Number of FP Act certificates issued during the year:-						
(i) in respect of initial applications ^b						
(ii) to replace certificates issued under the 1961 or 1963 Acts ^c						
3. Number of FP Act certificates which are known to have ceased to have effect during the year (eg premises closed, change of use etc) ^d						
4. Number of FP Act certificates in force at the end of the year						
5. Number of cases during the year in which a certificate issued under the FP Act has been amended or re-issued following a material alteration etc						
6. Number of premises outstanding at the end of the year in respect of which the applicant has:-						
(i) been informed of the steps to be taken but a certificate has not been issued . . .						
(ii) still to be informed of steps to be taken ^e						

- Notes: a. should include only those FP Act certificates issued under the 1971 Act itself and not those which are deemed to be so as in B(1) overleaf.*
- b. should include all FP Act certificates irrespective of whether the application was made under the 1961 or 1963 Acts but had not been fully processed at the time of designation.*
- c. should include all FP Act certificates issued to replace in part a 1961 or 1963 Act certificate.*
- d. should include any FP Act certificates which have ceased to have effect following the issue of one FP Act certificate covering two or more designated uses or because the premises are subject to the Fire Certificates (Special Premises) Regulations.*
- e. should not include those premises using or storing explosive or highly flammable materials which it is not proposed to certificate, but should include 1961 and 1963 Act outstanding applications.*

000056

**B. CERTIFICATES ISSUED UNDER THE FACTORIES ACT 1961 f or
THE OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963**

	FACTORIES ACT 1961	OSR ACT 1963	TOTAL
1. Number of certificates issued under the 1961 or 1963 Acts, and which are deemed to be FP Act certificates, in force at 31st December of previous return year			
2. Number of certificates issued under the 1961 or 1963 Acts, and which were deemed to be FP Act certificates which have ceased to have effect during the year because:-			
(i) of the issue of a certificate under the FP Act following a material alteration			
(ii) of the issue of a certificate under the FP Act covering the whole premises (eg a certificate embracing a certified factory and office within the same building)			
(iii) the scope of the designating order is different from the relevant provisions of the 1961 or 1967 Acts ^h			
(iv) of any other reason (eg premises closed, change of use) ⁱ			
3. Number of certificates issued under the 1961 or 1963 Acts, and which are deemed to be FP Act certificates, still in force at the end of the year			
4. Number of cases during the year in which a certificate issued under the 1961 or 1963 Acts has been amended etc following a material alteration etc and a replacement certificate under the FP Act has not been issued			

Note: f. should include certificates issued under earlier factories legislation which were regarded as 1961 Act certificates

g. this figure should relate only to the number of certificates and there is no need to provide information relating to the number of premises covered by the certificate

h. eg a certificate issued under the 1961 Act would cover all the premises within the close and curtilage whereas an FP Act certificate would only be needed for individual premises within the close and curtilage and within the scope of the designating order

i. should include premises subject to Fire Certificates (Special Premises) Regulations.

C. APPEALS UNDER SECTION 9 OF THE FIRE PRECAUTIONS ACT 1971

Cases in which the appeal was determined during the year

1. Appeal against anything in notice issued under S5(4) (S9(1)(b))
2. Appeal against refusal to issue a certificate (S9(1)(b))
3. Other appeals (give section of act)
 - (i)
 - (ii)
 - (iii)

MAJOR OCCUPANCY											
HOTEL/ BOARDING HOUSE		FACTORY		OFFICE		SHOP		RAILWAY PREMISES		TOTAL	
Allowed	Dismissed	Allowed	Dismissed	Allowed	Dismissed	Allowed	Dismissed	Allowed	Dismissed	Allowed	Dismissed

D. PROSECUTIONS UNDER THE FIRE PRECAUTIONS ACT 1971

Result of cases completed during the year

1. Use of premises without a fire certificate (S7(1))
2. Contravention of requirements in certificate (S7(4))
3. Premises having unsatisfactory means of escape (S9A(4))
4. Other offences (give section of act, details of regulations etc)
 - (i)
 - (ii)
 - (iii)
 - (iv)

HOTEL/ BOARDING HOUSE		FACTORY		OFFICE		SHOP		RAILWAY PREMISES		TOTAL	
Conviction	Acquittal	Conviction	Acquittal	Conviction	Acquittal	Conviction	Acquittal	Conviction	Acquittal	Conviction	Acquittal

000058

**E. PREMISES INVOLVING EXCESSIVE RISK TO PERSONS IN
CASE OF FIRE (S10)**

'Hearings' during the year or cases withdrawn during the year

1. Number of cases heard during the year in which 'complaint' made and summons issued that risk is excessive and use of premises should be prohibited or restricted until risk is reduced
2. Number of cases in which 'order' made by court
3. Number of cases in which a 'complaint' was made and summons issued but case was withdrawn, eg because remedial measures had been carried out or premises had closed voluntarily

MAJOR OCCUPANCY						TOTAL
HOTEL/ BOARDING HOUSE	FACTORY	OFFICE	SHOP	RAILWAY PREMISES	OTHER (specify)	

000053

ANNUAL RETURNS – Statistics Relating to Fire Precautions Act 1971

EXPLANATORY NOTE TO FORM 46/E

Section A

This part is designed to show the progress that has been made during the year with the certification of premises under the Fire Precautions Act 1971 and to show the position as it is at the end of the year. It is important that for factory, office and railway premises only those certificates specifically issued under the 1971 Act (and not certificates deemed to be so) should be included. The return, when read in conjunction with the information contained in Section B, will show the number of certificates in force and the number of premises which are awaiting certification, sub-divided to show those in respect of which a formal notice of 'steps to be taken' has been issued and those which have not yet reached that stage. In those cases in which it is the practice to issue an informal notice of steps to be taken and follow this up with a formal notice, perhaps after discussion with the occupier, the phrase 'informed of the steps to be taken' relates to the issue of the formal notice.

The return also provides for information to be categorised as to the major occupancy of the premises. Section 1 of the Offices, Shops and Railway Premises Act 1963 defines office premises, shops premises and railway premises and these definitions should be used. Many premises will be put to 2 or more uses, eg a hotel with office accommodation for a wages clerk or receptionist, a factory with an office on the top floor, a departmental store with a shoe repairing kiosk (a factory) on the premises, but in these cases it is probable that the major use to which the premises are put will be self-evident. There is no need to examine existing records to categorise premises since it is only when there is a change or the issue of a new certificate that the need to categorise arises.

Difficulties may be experienced in the counting and categorisation when 2 or more premises, perhaps put to different uses, form part or the whole of a building in multiple occupation. If one certificate has been issued covering a number of premises this should only be counted once. If however separate certificates have been issued for each of the premises then the certificates should be counted separately. A similar guide should be applied when answering question 6. If it is intended that only one certificate will be issued covering a number of premises this should be counted as one but if it is intended that a number of certificates will be issued the actual number should be counted. A commonsense approach will have to be adopted in categorising the major occupancy in the multiple situation, but it should be relatively easy to decide the major use of the building.

The return will also show the number of certificates issued under the 1971 Act in respect of initial applications and those which have been issued to replace certificates previously issued under the Factories Act 1961 or the Offices, Shops and Railway Premises Act 1963. Provision is made to include information as to the number of certificates issued under the 1971 Act that have ceased to have effect during the year.

Section B

This part of the form is designed to give details of those certificates which were issued under the 1961 and 1963 Acts and which are deemed to be certificates issued under the 1971 Act. The return will provide information as to the number of certificates in force at the start of the year and which have ceased to have effect during the year. The number of certificates still in force at the end of the year will, when taken into consideration with the information on certification under the 1971 Act, give the number of both certified and certifiable premises in the fire authority area. As time goes by a diminishing number of certificates issued under the 1961 and 1963 Acts will remain in force and consideration will, in due course, be given to discontinuing this part of the return.

Section C

This is designed to provide information on appeals under Section 9 of the 1971 Act. The information should be readily available in bridges.

Section D

This part is designed to give information as to the number of prosecutions instituted under the 1971 Act and is intended to ensure that the information on all prosecutions is obtained by the Fire Department of the Home Office.

000060

Section E

This part will provide information regarding those cases in which the Fire Authority has felt it necessary to institute action under Section 10 of the 1971 Act and may well indicate potential future areas for early designation. Again the information asked for will be readily available in brigades.

**Fire Department
Home Office
Queen Anne's Gate**

Telephone 01.213 3371

000061

BEFORE COMPLETING THIS FORM PLEASE READ CAREFULLY THE ATTACHED EXPLANATORY NOTE

STATISTICS RELATING TO THE FIRE PRECAUTIONS ACT 1971
Return for the Year ended 31st December 1987

FIRE BRIGADE

FORM 46/E

BRIGADE CONTACT POINT TEL. NO.

A. PROGRESS ON CERTIFICATION

MAJOR OCCUPANCY

	HOTEL/ BOARDING HOUSE	FACTORY	OFFICE	SHOP	RAILWAY PREMISES	TOTAL
1. Number of FP Act certificates in force at 31st December of previous return year ^a . . .						
2. Number of FP Act certificates issued during the year:-						
(i) in respect of initial applications ^b						
(ii) to replace certificates issued under the 1961 or 1963 Acts ^c						
3. Number of FP Act certificates which are known to have ceased to have effect during the year (eg premises closed, change of use etc) ^d						
4. Number of FP Act certificates in force at the end of the year						
5. Number of cases during the year in which a certificate issued under the FP Act has been amended or re-issued following a material alteration etc						
6. Number of premises outstanding at the end of the year in respect of which the applicant has:-						
(i) been informed of the steps to be taken but a certificate has not been issued . . .						
(ii) still to be informed of steps to be taken ^e						

- Notes: a. should include only those FP Act certificates issued under the 1971 Act itself and not those which are deemed to be so as in B(1) overleaf.*
- b. should include all FP Act certificates irrespective of whether the application was made under the 1961 or 1963 Acts but had not been fully processed at the time of designation.*
- c. should include all FP Act certificates issued to replace in part a 1961 or 1963 Act certificate.*
- d. should include any FP Act certificates which have ceased to have effect following the issue of one FP Act certificate covering two or more designated uses or because the premises are subject to the Fire Certificates (Special Premises) Regulations.*
- e. should not include those premises using or storing explosive or highly flammable materials which it is not proposed to certify, but should include 1961 and 1963 Act outstanding applications.*

000062

**B. CERTIFICATES ISSUED UNDER THE FACTORIES ACT 1961 ^f or
THE OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963**

	FACTORIES ACT 1961	OSR ACT 1963	TOTAL
1. Number of certificates issued under the 1961 or 1963 Acts, and which are deemed to be FP Act certificates, in force at 31st December of previous return year			
2. Number of certificates issued under the 1961 or 1963 Acts, and which were deemed to be FP Act certificates which have ceased to have effect during the year because:-			
(i) of the issue of a certificate under the FP Act following a material alteration			
(ii) of the issue of a certificate under the FP Act covering the whole premises (eg a certificate embracing a certified factory and office within the same building)			
(iii) the scope of the designating order is different from the relevant provisions of the 1961 or 1967 Act ^h			
(iv) of any other reason (eg premises closed, change of use) ⁱ			
3. Number of certificates issued under the 1961 or 1963 Acts, and which are deemed to be FP Act certificates, still in force at the end of the year			
4. Number of cases during the year in which a certificate issued under the 1961 or 1963 Acts has been amended etc following a material alteration etc and a replacement certificate under the FP Act has not been issued			

- Note: f. should include certificates issued under earlier factories legislation which were regarded as 1961 Act certificates*
g. this figure should relate only to the number of certificates and there is no need to provide information relating to the number of premises covered by the certificate
h. eg a certificate issued under the 1961 Act would cover all the premises within the close and curtilage whereas an FP Act certificate would only be needed for individual premises within the close and curtilage and within the scope of the designating order
i. should include premises subject to Fire Certificates (Special Premises) Regulations.

000063

**E. PREMISES INVOLVING EXCESSIVE RISK TO PERSONS IN
CASE OF FIRE (S10)**

'Hearings' during the year or cases withdrawn during the year

1. Number of cases heard during the year in which 'complaint' made and summons issued that risk is excessive and use of premises should be prohibited or restricted until risk is reduced
2. Number of cases in which 'order' made by court
3. Number of cases in which a 'complaint' was made and summons issued but case was withdrawn, eg because remedial measures had been carried out or premises had closed voluntarily

MAJOR OCCUPANCY						TOTAL
HOTEL/ BOARDING HOUSE	FACTORY	OFFICE	SHOP	RAILWAY PREMISES	OTHER (specify)	

000035

ANNUAL RETURNS – Statistics Relating to Fire Precautions Act 1971

EXPLANATORY NOTE TO FORM 46/E

Section A

This part is designed to show the progress that has been made during the year with the certification of premises under the Fire Precautions Act 1971 and to show the position as it is at the end of the year. It is important that for factory, office and railway premises only those certificates specifically issued under the 1971 Act (and not certificates deemed to be so) should be included. The return, when read in conjunction with the information contained in Section B, will show the number of certificates in force and the number of premises which are awaiting certification, sub-divided to show those in respect of which a formal notice of 'steps to be taken' has been issued and those which have not yet reached that stage. In those cases in which it is the practice to issue an informal notice of steps to be taken and follow this up with a formal notice, perhaps after discussion with the occupier, the phrase 'informed of the steps to be taken' relates to the issue of the formal notice.

The return also provides for information to be categorised as to the major occupancy of the premises. Section 1 of the Offices, Shops and Railway Premises Act 1963 defines office premises, shops premises and railway premises and these definitions should be used. Many premises will be put to 2 or more uses, eg a hotel with office accommodation for a wages clerk or receptionist, a factory with an office on the top floor, a departmental store with a shoe repairing kiosk (a factory) on the premises. but in these cases it is probable that the major use to which the premises are put will be self-evident. There is no need to examine existing records to categorise premises since it is only when there is a change or the issue of a new certificate that the need to categorise arises.

Difficulties may be experienced in the counting and categorisation when 2 or more premises, perhaps put to different uses, form part or the whole of a building in multiple occupation. If one certificate has been issued covering a number of premises this should only be counted once. If however separate certificates have been issued for each of the premises then the certificates should be counted separately. A similar guide should be applied when answering question 6. If it is intended that only one certificate will be issued covering a number of premises this should be counted as one but if it is intended that a number of certificates will be issued the actual number should be counted. A commonsense approach will have to be adopted in categorising the major occupancy in the multiple situation, but it should be relatively easy to decide the major use of the building.

The return will also show the number of certificates issued under the 1971 Act in respect of initial applications and those which have been issued to replace certificates previously issued under the Factories Act 1961 or the Offices, Shops and Railway Premises Act 1963. Provision is made to include information as to the number of certificates issued under the 1971 Act that have ceased to have effect during the year.

Section B

This part of the form is designed to give details of those certificates which were issued under the 1961 and 1963 Acts and which are deemed to be certificates issued under the 1971 Act. The return will provide information as to the number of certificates in force at the start of the year and which have ceased to have effect during the year. The number of certificates still in force at the end of the year will, when taken into consideration with the information on certification under the 1971 Act, give the number of both certified and certifiable premises in the fire authority area. As time goes by a diminishing number of certificates issued under the 1961 and 1963 Acts will remain in force and consideration will, in due course, be given to discontinuing this part of the return.

Section C

This is designed to provide information on appeals under Section 9 of the 1971 Act. The information should be readily available in bridges.

Section D

This part is designed to give information as to the number of prosecutions instituted under the 1971 Act and is intended to ensure that the information on all prosecutions is obtained by the Fire Department of the Home Office.

000066

Section E

This part will provide information regarding those cases in which the Fire Authority has felt it necessary to institute action under Section 10 of the 1971 Act and may well indicate potential future areas for early designation. Again the information asked for will be readily available in brigades.

Fire Department
Home Office
Queen Anne's Gate

Telephone 01.213 3371

000067

BEFORE COMPLETING THIS FORM PLEASE READ CAREFULLY THE ATTACHED EXPLANATORY NOTE

STATISTICS RELATING TO THE FIRE PRECAUTIONS ACT 1971
Return for the Year ended 31st December 1987

FIRE BRIGADE

FORM 46/E

BRIGADE CONTACT POINT TEL. NO.

A. PROGRESS ON CERTIFICATION

MAJOR OCCUPANCY

	HOTEL/ BOARDING HOUSE	FACTORY	OFFICE	SHOP	RAILWAY PREMISES	TOTAL
1. Number of FP Act certificates in force at 31st December of previous return year ^a						
2. Number of FP Act certificates issued during the year:-						
(i) in respect of initial applications ^b						
(ii) to replace certificates issued under the 1961 or 1963 Acts ^c						
3. Number of FP Act certificates which are known to have ceased to have effect during the year (eg premises closed, change of use etc) ^d						
4. Number of FP Act certificates in force at the end of the year						
5. Number of cases during the year in which a certificate issued under the FP Act has been amended or re-issued following a material alteration etc						
6. Number of premises outstanding at the end of the year in respect of which the applicant has:-						
(i) been informed of the steps to be taken but a certificate has not been issued						
(ii) still to be informed of steps to be taken ^e						

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- Notes: a. should include only those FP Act certificates issued under the 1971 Act itself and not those which are deemed to be so as in B(1) overleaf.*
- b. should include all FP Act certificates irrespective of whether the application was made under the 1961 or 1963 Acts but had not been fully processed at the time of designation.*
- c. should include all FP Act certificates issued to replace in part a 1961 or 1963 Act certificate.*
- d. should include any FP Act certificates which have ceased to have effect following the issue of one FP Act certificate covering two or more designated uses or because the premises are subject to the Fire Certificates (Special Premises) Regulations.*
- e. should not include those premises using or storing explosive or highly flammable materials which it is not proposed to certificate, but should include 1961 and 1963 Act outstanding applications.*

**B. CERTIFICATES ISSUED UNDER THE FACTORIES ACT 1961 ^f or
THE OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963**

	FACTORIES ACT 1961	OSR ACT 1963	TOTAL
1. Number of certificates issued under the 1961 or 1963 Acts, and which are deemed to be FP Act certificates, in force at 31st December of previous return year			
2. Number of certificates issued under the 1961 or 1963 Acts, and which were deemed to be FP Act certificates which have ceased to have effect during the year because:-			
(i) of the issue of a certificate under the FP Act following a material alteration			
(ii) of the issue of a certificate under the FP Act covering the whole premises (eg a certificate embracing a certified factory and office within the same building)			
(iii) the scope of the designating order is different from the relevant provisions of the 1961 or 1967 Acts ^h			
(iv) of any other reason (eg premises closed, change of use) ⁱ			
3. Number of certificates issued under the 1961 or 1963 Acts, and which are deemed to be FP Act certificates, still in force at the end of the year			
4. Number of cases during the year in which a certificate issued under the 1961 or 1963 Acts has been amended etc following a material alteration etc and a replacement certificate under the FP Act has not been issued			

- Note: f. should include certificates issued under earlier factories legislation which were regarded as 1961 Act certificates*
- g. this figure should relate only to the number of certificates and there is no need to provide information relating to the number of premises covered by the certificate*
- h. eg a certificate issued under the 1961 Act would cover all the premises within the close and curtilage whereas an FP Act certificate would only be needed for individual premises within the close and curtilage and within the scope of the designating order*
- i. should include premises subject to Fire Certificates (Special Premises) Regulations.*

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E. PREMISES INVOLVING EXCESSIVE RISK TO PERSONS IN CASE OF FIRE (S10)

'Hearings' during the year or cases withdrawn during the year

1. Number of cases heard during the year in which 'complaint' made and summons issued that risk is excessive and use of premises should be prohibited or restricted until risk is reduced
2. Number of cases in which 'order' made by court
3. Number of cases in which a 'complaint' was made and summons issued but case was withdrawn, eg because remedial measures had been carried out or premises had closed voluntarily

MAJOR OCCUPANCY						TOTAL
HOTEL/ BOARDING HOUSE	FACTORY	OFFICE	SHOP	RAILWAY PREMISES	OTHER (specify)	

000071

ANNUAL FIRE PREVENTION RETURNS - 45/D AND 46/E

1. As indicated in item A to this DCOL the annual return forms 45D and 46E have been revised. The new forms are intended to provide statistical information about fire prevention activities from the beginning of 1989. In order that changes to the information required by the forms can be taken into consideration when recording procedures for 1989 are set up, I attach for your information advance copies of the forms together with revised explanatory notes.

Form 45/D

2. The amendments to form 45/D are intended to provide more meaningful information which will assist both the Home Office and fire authorities in monitoring progress and in forecasting resource requirements.

3. A number of specific uses of premises previously shown in column 1 have been deleted in order to concentrate data on the more significant use of premises; eg where there are specific statutory duties imposed on fire authorities or where there are requirements for fire authorities to be consulted in respect of premises where there are significant life safety implications.

4. For clarity the term "routine inspections" has been deleted and replaced with "during performance" (DP) inspections. There should no longer be any confusion as to what constitutes a re-inspection since other than full comprehensive re-inspections of premises all regular programmed inspections of premises will either be recorded as "DP inspections" or as "specific inspections"; eg a visit to witness a fire drill will be recorded as a specific inspection.

5. In the returns for 1987 and 1988 I asked for a man hours return for inspections from those authorities able to provide this. The requirement to record the time spent on certain types of inspections has been extended to "plans inspections" and "man hours" rather than "man days" involvement is now called for in respect of full inspections, reinspections and plans inspections. This is expected to give a more helpful data base.

6. As well as reducing the number of specific types of premises against which inspections are to be recorded the form now indicates in column 2 a range of premises in respect of which the total number of premises known to the brigade is no longer required. Where the relevant boxes in column 2 contain a cross no entry is required because the information is either of little significance or it is readily available from another source should it be required, eg from the licensing or registering authority.

7. In order to assess the resource implications of the fire authority's involvement in entertainments licensing all such inspections are now to be recorded against "public entertainment commercial" or "public entertainment occasional", irrespective of the main use of the premises or building in which the entertainment takes place. Further guidance on this matter is contained in the explanatory note accompanying the form. To avoid the wrong recording of "during performance" inspections only the boxes against the appropriate categories have been left open in column 6.

8. The form now calls for a record of inspections carried out by operational station personnel. It should be noted that these inspections will have been recorded already in the appropriate sections in the main body of the report, ie sections A to E inclusive where in addition the man hours will have been recorded where appropriate.

9. In section 'F', Miscellaneous Activities, static displays have now been included and the rather meaningless 'other visits' have been dropped.

10. The explanatory note which accompanies the form has been amended to reflect the various changes and in order to reduce the risk of wrong recording all concerned should familiarise themselves with its content.

11. Particular attention is drawn to the preamble and to the potential of the information called for as a means of monitoring progress, identifying trends and assessing resources against known and anticipated workloads. Those with managerial responsibilities for fire prevention departments at all levels should be thoroughly familiar with the form. It is essential that the recording of information on the form is adequately supervised so that errors that may occur due to misunderstanding are not compounded.

12. It should be noted that the majority of changes concern the form in which information is recorded and do not ask for information that has not previously been sought.

Form 46/E

13. Form 46/E has been revised to take into account changes to the 1971 Act resulting from the Fire Safety and Safety of Places of Sport Act 1987 in particular the power to grant exemption from the requirement to have a certificate. Some of the information will therefore only be available from the coming into force of the 5th commencement order which it is anticipated will take place in April 1989.

14. A return of the number of fire certificates ceasing to have effect because of exemptions granted under section 5(A)(1) of the 1971 Act is called for in item A3(1); item C calls for information regarding the number of exemptions granted and withdrawn; and information concerning appeals against anything in an improvement notice issued under section 9D(1) is called for in item D3.

15. Item E has been expanded to include a return of the number of prosecutions for offences introduced by the amendments to the 1971 Act and item F now calls for a return of the number of occasions that use of the new section 10 of the Act was felt necessary, including those occasions when the risk was removed without recourse to section 10 and particularly the number of notices served under section 10(2) in each case of excessive risk.

Telephone number of contact: 01-273 3406

Reference: FEP/87 26/45/1

3000074

ANNUAL FIRE PREVENTION RETURNS – FORM 45/D**EXPLANATORY NOTE****1. Preamble**

A. The statistics in this form are collected in order to monitor progress in certification and to assist in forecasting the effect on fire authorities of any future extension of fire precautions legislation. They also serve as a valuable management tool for those responsible for the organisation of fire prevention activities in brigades. It is essential that inspections are correctly recorded if the form is to serve its purpose. The recording of inspections should therefore be closely monitored at all stages in order to maintain consistency.

B. For the purposes of record all occupancies within buildings in multiple occupation, which are being inspected in connection with the issue of a fire certificate, should be treated as one occupancy.

2. Layout of Form 'D'

a. There are six headings for types of inspections and these are defined later in the note.

b. In order to obtain an accurate assessment of the resource implications of inspections, re-inspections and plans inspections the man-hours involved are called for.

It is not the intention that a detailed record of time should be kept but that the total involvement should be rounded off to the nearest hour. If more than one officer has been involved then the total time should be aggregated and then rounded off to the nearest hour.

3. Column 1

a. Column 1 lists the major uses of premises for which information is required. Less significant uses are grouped together under "Other Residential Accommodation" or "Other Non-Residential Accommodation" as appropriate. Premises put to more than one use should be recorded under the major use; eg a large hotel with office and ancillary accommodation coming within the scope of the Act will be entered against "Hotel".

b. "9 Residential Care Premises" should include old persons' homes, nursing homes, children's homes, disabled persons' homes and homes for the mentally handicapped, whether local authority, privately or voluntarily run.

c. "21 Licensed Premises" should include any premises licensed for the consumption of alcohol on the premises; eg registered clubs, public houses, wine bars.

d. "22 Public Entertainment (Commercial)" means premises holding an annual public entertainments licence and in regular use whether used exclusively for that purpose or consisting of part only of a premises used mainly for some other purpose; eg a hotel or public house used regularly for public entertainment.

e. "23 Public Entertainment (Occasional)" means premises used occasionally in circumstances where a public entertainments licence is required, irrespective of whether an annual or occasional licence is in force; eg a dance hall in a hotel, public house, a hall in a school or a village hall holding a disco.

f. In order to assess the resource implications of the fire authority's involvement in entertainment licensing all inspections made in that connection should be recorded in the appropriate boxes against D22 or D23 as the case may be and nowhere else; eg an inspection made in connection with a disco on school premises for which a public entertainments licence was required should be recorded in the appropriate box against "Public Entertainment (Occasional)" only and no entry should be made against "24 Schools."

g. "24 Schools" includes Local Education Authority and private day schools, but does not include nurseries and childminders or universities and colleges of further education, which should be entered under D27.

4. Column 2

This figure should be based on the number of premises actually subject to inspection or on local knowledge although it is appreciated that it will not be totally accurate. No figures are required in boxes with crosses in.

5. Columns 3, 4 and 5

Columns 3, 4 and 5 are each sub-divided into two in order to display manpower implications. (See Note 2b above).

6. Columns 6, 7 and 8

Entries in these columns should reflect the total number of inspections of the particular category in respect of premises of the type indicated in column 1.

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7. Definition of "Inspection"

For the purposes of this return an inspection should be regarded as the end product of a visit or visits to premises, including any discussions with architects and/or the study of plans, which result in a report being placed on file. Such a report may take the form of nothing more than a "note for file".

8. "Full Inspections"

A full inspection is a thorough and comprehensive examination of a premises and processes at risk. If a full inspection and report necessitates a number of visits by one or more officers the total involvement should be recorded as only one "full inspection" and the total man-hours should be aggregated and entered in the appropriate box. Examples of "full inspections" are:-

- a. An inspection following receipt of an application for a fire certificate.
- b. A comprehensive inspection of premises in response to a request for "goodwill" advice either from an occupier or another enforcing authority; eg an authority responsible for registering residential care premises.

9. "Re-Inspections"

Re-inspections relate primarily, but not exclusively, to the inspection of premises which have been issued with a fire certificate. They may also relate to any premises where the fire precautions work has been completed to the recommended standard; eg an old persons' home, place of public assembly, school etc. They are comprehensive inspections made to ascertain whether the conditions stated, for any such premises, are in accordance or otherwise with the information contained in the premises file. They are planned inspections carried out at regular intervals according to a programme.

10. "Plans Inspections"

When plans either of new projects or of alterations to existing buildings; eg in connection with Building Regulations or planning approval, or for the purpose of giving "goodwill" advice, are examined this activity should be recorded in the appropriate box in column 5a. Each project examined, and resulting in action, should be counted as one, even though more than one drawing is involved. If the consideration of plans involves a number of consultations by one or more officers which result in only one report, then, as in the case of "full inspections", the activity should only be recorded once. Should examination of plans lead to a visit to the premises to enable a report to be completed, the visit should still be recorded in columns 5a and 5b only. There will be projects of an extensive nature; eg town centre developments or a large hospital complex, which result in a continuing involvement and the production of a number of reports on file. In these cases the initial examination should be recorded under this heading and thereafter any subsequent examination of plans resulting in the production of a report should also be recorded under columns 5a and 5b.

11. "DP (During Performance) Inspections"

DP inspections are inspections of places of public entertainment; eg cinemas, theatres and premises licensed for public entertainments, carried out during the performance or when the public are present. They are intended to ensure that fire safety standards are being effectively maintained and in particular that any terms, conditions or restrictions imposed by the licence in respect of fire safety are not being contravened.

12. "Follow-Up Inspections"

A follow-up inspection is one that is carried out in order to ascertain what progress has been made in carrying out the measures that have been required or recommended; eg steps included in a notice issued under section 5(4) or 8(5) of the Fire Precautions Act 1971 or work recommended before premises are granted a licence or registration certificate. Visits to ascertain whether or not work has been satisfactorily completed prior to the issue of a fire certificate or notification to another enforcing authority should be recorded under this heading as should any visits resulting from requests for advice in connection with carrying out of the work which result in a report being placed on file. However, casual visits to premises made "whilst engaged upon other work but in the vicinity" and not subject to a report on file should not be recorded.

13. "Specific Inspections"

A specific inspection is one that requires something less than a thorough and comprehensive examination of the premises in question. It may deal with one or more specific items at the request of the occupier of the premises or it may be instigated by the fire authority; perhaps even of a routine nature; eg to check specifically on the availability of exits or witness a fire drill or any other regular inspection which falls short of a re-inspection. It may even result from a complaint or allegation from a member of the public. Any such visit should be recorded under this heading. However, specific inspections can be wasteful on resources so wherever practicable and appropriate, in the interest of the efficient use of manpower, opportunity should be taken to utilise such visits for a comprehensive "re-inspection" of the premises. In such circumstances the inspection should be recorded in column 4a and the man-hours in column 4b and no entry made in column 8.

14. "Miscellaneous Activities"

There are a number of activities with which fire brigades are involved which cannot conveniently be shown in the columns against groups "A" to "E" inclusive. These are gathered together in group "F". Instruction to scouts, guides etc and talks and film shows to other outside organisations should be recorded against "F1". Investigations of fires should be recorded against "F2". The number of occasions when static or similar fire prevention displays are mounted should be recorded against "F3" and house to house visits against "F4".

15. "Inspections by operational personnel"

A new group "G" has been introduced in order to assess the overall contribution to the fire prevention commitment from operational personnel. NB The inspections recorded in this section of the form will already have been recorded in the appropriate sections of "A" to "E" inclusive and included in the grand totals.

16. For the avoidance of doubt, crosses have been inserted in the boxes in column 6 other than against those premises that may attract "DP" inspections.

17. The term "routine inspection" has been dropped because of the confusion between it and the term "re-inspection". Inspections that previously fell into the routine inspection category will now fall into the "DP inspection" or "specific inspection" categories as appropriate.

**RETURN OF FIRE PREVENTION INSPECTIONS
FOR THE YEAR ENDING 31 DECEMBER 19**

..... **FIRE BRIGADE.**
CONTACT TO WHOM QUERIES SHOULD BE REFERRED

(1)	Number of premises known to Brigade (2)	Full Inspections		Re-Inspections		Plans Inspections		D.P. Inspections (6)	Follow up Inspections (7)	Specific Inspections (8)	Total number of inspections – Columns 3a, 4a, 5a, 6,7 and 8. (9)
		Number (3a)	Man-hours (3b)	Number (4a)	Man-hours (4b)	Number (5a)	Man-hours (5b)				
A. Premises required to have a fire certificate * under the Fire Precautions Act, 1971.	X										
1. Hotel/Boarding House								X			
2. Factory								X			
3. Office								X			
4. Shop								X			
5. Railway Premises								X			
B. Premises to which Section 9(A) of the Fire Precautions Act, 1971 applies.	X										
6. Factory								X			
7. Office								X			
8. Shop								X			
C. Residential premises for which a fire certificate is not required.	X										
9. Residential Care (See Note 3b)								X			
10. Hospital								X			
11. Boarding School								X			
12. Penal Establishments								X			
13. Flats (Sec 72. Building Act, 1984)	X							X			
14. Houses in Multiple Occupation: Hostels	X							X			
15. Houses in Multiple Occupation: Flatlets etc.	X							X			
16. Other Residential Accom.	X							X			

*Based on Form 46E

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(1)	Number of premises known to Brigade (2)	Full Inspections		Re-Inspections		Plans Inspections		D.P. Inspections (6)	Follow up Inspections (7)	Specific Inspections (8)	Total number of inspections Columns 3a, 4a, 5a, 6, 7 and 8. (9)
		Number (3a)	Man-hours (3b)	Number (4a)	Man-hours (4b)	Number (5a)	Man-hours (5b)				
D. Non-residential premises for which a fire certificate is not required.	X										
17. Theatres											
18. Cinemas											
19. Bingo Halls/Casinos											
20. Sports Centres											
21. Licensed Premises (See Note 3a)											
22. Public Entertainment Commercial (See Note 3d)											
23. Public Entertainment Occasional (See Note 3e)											
24. Schools (See Note 3g)								X			
25. Designated Sports Grounds											
26. Regulated Stands											
27. Other non-residential Accom.	X							X			
E. Petroleum and Explosives	X										
28. Inspections under the Petroleum (Consolidation) Act, 1928								X			
29. Inspections under the Explosives Act, 1876								X			
GRAND TOTALS											

F. Miscellaneous Activities	Annual Total	G. Inspections by Operational Station Personnel.		
		Full Inspect's	Re-Inspect's	Other Inspect's
1. Lectures/talks etc.				
2. Fire Investigation				
3. Static Displays				
4. House to house visits				
TOTAL				

ANNUAL RETURNS – Statistics relating to Fire Precautions Act 1971**EXPLANATORY NOTE TO FORM 46/E****Section A**

This part of the form is designed to show the progress that has been made during the year with the certification of premises and to show the position as it is at the end of the year. It is important that only certificates issued under the 1971 Act and not those deemed to be so are included. The return, when read in conjunction with Section B will show the total number of certificates in force and the number of premises awaiting certification, sub-divided to show those in respect of which a formal notice of "steps to be taken" has been issued and those that have not yet reached that stage. NB, the phrase "informed of the steps to be taken" used in A6(i) of the return relates to the issue of a formal notice.

The return also provides for information to be categorised as to the major occupancy of the premises. For office premises, shop premises and railway premises the definitions in Section 1 of the Offices, Shops and Railway Premises Act 1963 should be used. Many premises will be put to two or more uses, eg, an hotel with office accommodation ancillary to the use as an hotel, a factory with associated office or a departmental store with a shoe repairing kiosk (factory) on the premises, but the major use will generally be self-evident. NB, there is no need to examine existing records to establish the major use since it is only when there is a change resulting in the issue of a new certificate or on initial inspections that the need to categorise arises.

Difficulties may be experienced in the counting of certificates and categorisation when two or more premises, perhaps put to different uses, form part of or the whole of a building. If one certificate has been issued covering a number of premises then only one should be counted. For practical reasons and only for the purposes of this return if separate certificates have been issued (which sometimes is the case in, for example, Town Centre Developments) all such certificates should be counted separately. A similar rule should be applied when answering question 6. If it is intended to issue a number of certificates covering separate premises in the same building then the actual number should be shown to indicate "the number of premises outstanding". A commonsense approach will need to be adopted in determining the major occupancy of some buildings.

This part of the return will also show the number of certificates issued under the 1971 Act in respect of initial applications and those which have been issued to replace certificates previously issued under the Factories Act 1961 or the Offices, Shops and Railway Premises Act 1963. Provision is made to include information as to the number of certificates issued under the 1971 Act that have ceased to have effect during the year, including those that have ceased to have effect as a result of exemptions granted by the fire authority under Section 5A(1).

Section B

This part of the form is designed to give details of those certificates which were issued under the 1961 and 1963 Acts and which are deemed to be certificates issued under the 1971 Act. The return will provide information as to the number of certificates in force at the start of the year and which have ceased to have effect during the year for a variety of reasons including exemptions granted by the fire authority under Section 5A(1). The number of certificates still in force at the end of the year will, when taken into consideration with the return called for in Section A of the form give the total number of certificated and certifiable premises known to the fire authority. As time goes by a diminishing number of certificates issued under the 1961 and 1963 Acts will remain in force.

Section C

This part of the form calls for a return of the number of exemptions from the requirement to have a fire certificate granted by the fire authority under Section 5A(1) of the Act for factories, offices and shops. It also provides for information as to the number of exemptions subsequently withdrawn. NB, the return should show only those exemptions and withdrawals of exemption occurring during the year in question, not an accumulative total year on year.

Section D

This part of the return is designed to provide information on appeals under Section 9 of the 1971 Act which should no doubt be readily available in brigades.

Section E

This part of the form calls for information as to the number of prosecutions instituted under the 1971 Act during the year, details of the particular contravention and whether the outcome was conviction or acquittal. It is intended to ensure that the Fire and Emergency Planning Department of the Home Office is kept fully informed of the way in which the Act is being applied by enforcing authorities.

Section F

This part of the form is designed to give comprehensive details of the way in which fire authorities are exercising the powers conferred on them by Section 10 of the 1971 Act. It calls for details of the number of cases involving excessive risk dealt with by the fire authority during the year which resulted in either a prohibition or restriction notice being served and also the number of such notices which included directions as to the steps to be taken to remedy matters. It also seeks information as to the number of cases where the fire authority were of the opinion that the use of premises involved or would have involved a risk to persons on the premises in case of fire so serious that use of the premises ought to be prohibited or restricted but where the risk was removed without recourse to serving a notice under Section 10 of the Act, ie by persuasion. Information is also called for as to the number of appeals and the results of such appeals and the number of occasions when notices served under Section 10(2) were subsequently withdrawn by the fire authority.

000081

BEFORE COMPLETING THIS FORM PLEASE READ CAREFULLY THE ATTACHED EXPLANATORY NOTE

STATISTICS RELATING TO THE FIRE PRECAUTIONS ACT 1971

FIRE BRIGADE

FORM 46/E

Return for the year ended 31st December

A. PROGRESS ON CERTIFICATION

	HOTEL/ BOARDING HOUSE	FACTORY	OFFICE	SHOP	RAILWAY PREMISES	TOTAL
1. Number of FP Act certificates in force at 31st December of previous return year ^a						
2. Number of FP Act certificates issued during the year:—						
(i) in respect of initial inspections ^b						
(ii) to replace certificates issued under the 1961 and 1963 Acts ^c						
3. Number of FP Act certificates ceased to have effect during the year:—						
(i) because of exemptions granted under Section 5(A)(1) ^d	 				 	
(ii) for other reasons: eg premises closed, change of use etc ^e						
4. Number of FP Act certificates in force at the end of the year						
5. Number of cases during the year in which certificate issued under FP Act has been amended or re-issued following material alteration etc						
6. Number of premises outstanding at the end of the year in which the applicant:—						
(i) has been informed of the steps to be taken but a certificate has not been issued						
(ii) has still to be informed of the steps to be taken ^f						

- Notes:*
- a. Should include only FP Act certificates issued under the 1971 Act and not those deemed to be so as in B.1 overleaf.*
 - b. Should include all FP Act certificates issued during the year irrespective of date of application.*
 - c. Should include all FP Act certificates issued to replace either wholly or in part any 1961 or 1963 Act certificate.*
 - d. Should include all FP Act certificates which have ceased to have effect because exemption has been granted.*
 - e. Should include FP Act certificates that have ceased to have effect because the premises are subject to the Fire Certificate (Special Premises) Regulations.*
 - f. Should not include those premises using or storing explosive or highly flammable materials which it is not proposed to certify, or those premises qualifying for exemption under Section 5A(1) which it is proposed to exempt but should include any 1961 and 1963 Act outstanding applications.*

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**B. CERTIFICATES ISSUED UNDER THE FACTORIES ACT 1961 ^g or
THE OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963.**

	FACTORIES ACT 1961	OSR ACT 1963	TOTAL
1. Number of certificates issued under the 1961 and 1963 Acts and which are deemed to be FP Act certificates, in force at 31st December of previous return year ^h			
2. Number of certificates issued under the 1961 and 1963 Acts, and which were deemed to be FP Act certificates which have ceased to have effect during the year because:—			
(i) of exemptions granted under Section 5A(1) of the 1971 Act			
(ii) of the issue of a certificate issued under the FP Act following a material alteration			
(iii) of the issue of a certificate under the FP Act covering the whole premises (eg a certificate embracing a certified factory and office within the same building)			
(iv) the scope of the designating order is different from the relevant provisions of the 1961 Act ⁱ			
(v) of any other reason (eg premises closed, change of use etc) ^j			
3. Number of certificates issued under the 1961 and 1963 Acts, and which are deemed to be FP Act certificates, still in force at the end of the year			
4. Number of cases during the year in which a certificate issued under the 1961 or 1963 Acts has been amended following a material alteration etc and a replacement certificate under the FP Act has not been issued			

C. EXEMPTIONS FROM THE REQUIREMENT TO HAVE A FIRE CERTIFICATE

	FACTORY	OFFICE	SHOP	TOTAL
1. Exemptions granted by the Fire Authority under Section 5A(1) on the making of an application for a fire certificate ^k				
2. Exemptions granted by the Fire Authority under Section 5A(1) during the currency of a fire certificate ^l				
3. Exemptions withdrawn under Section 5B(1) ^m				

- Notes:
- g. Should include certificates issued under earlier factories legislation which were regarded as 1961 Act certificates.
 - h. This figure should relate only to the number of certificates and there is no need to provide information relating to the number of premises covered by the certificate.
 - i. eg a certificate issued under the 1961 Act would cover all the premises within the close and curtilage whereas an FP Act certificate would be needed for individual premises within the close and curtilage and within the scope of the designating order.
 - j. Should include premises subject to the Fire Certificate (Special Premises) Regulations.
 - k. Numbers included at C1 above should not appear at A6(ii)
 - l. The total figure shown in C2 should equal the sum of the figures appearing in A3(i) and B2(i)
 - m. New applications for fire certificates resulting from the withdrawal of exemption should result in an appropriate entry at A2(i), A6(i) or A6(ii) as applicable.

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D. APPEALS UNDER SECTION 9 OF THE FIRE PRECAUTIONS ACT 1971

Cases in which the appeal was determined during the year.

1. Appeal against anything in a notice issued under Section 5(4) – Section 9(1)(a)
2. Appeal against refusal to issue a fire certificate – Section 9(1)(b)
3. Appeal against anything in an improvement notice issued under Section 9D(1) – Section 9E(1)
4. Other appeals eg under Section 9(1)(c)(d)(e) (f) or (g) (Give section applicable)
 - (i)
 - (ii)
 - (iii)
 - (iv)

MAJOR OCCUPANCY											
HOTEL/ BOARDING HOUSE		FACTORY		OFFICE		SHOP		RAILWAY PREMISES		TOTAL	
Allowed	Dismissed	Allowed	Dismissed	Allowed	Dismissed	Allowed	Dismissed	Allowed	Dismissed	Allowed	Dismissed
 	 										

E. PROSECUTIONS UNDER THE FIRE PRECAUTIONS ACT 1971

Result of cases completed during the year

1. Use of premises without a fire certificate Section 7(1)
2. Contravention of "interim duty" ie Section 5(2A) – Section 7(3A)
3. Contravention of requirements in fire certificate ie Section 6(2) – Section 7(4)
4. Alterations during currency of an exemption without notifying the fire authority – Section 8A(1)
5. Contravention of a requirement of an improvement notice – Section 9F(1)
6. Contravention of "statutory duty" imposed by Section 9A – Section 9A(3)
7. Other prosecutions (Give section applicable)
 - (i)
 - (ii)
 - (iii)
 - (iv)

HOTEL/ BOARDING HOUSE		FACTORY		OFFICE		SHOP		RAILWAY PREMISES		TOTAL	
Conviction	Acquittal	Conviction	Acquittal	Conviction	Acquittal	Conviction	Acquittal	Conviction	Acquittal	Conviction	Acquittal
 	 							 	 		
 	 										
 	 										

100000

000085

F. PROHIBITION NOTICES – SECTION 10

Cases involving excessive risk dealt with by the fire authority during the year.

MAJOR OCCUPANCY						
HOTEL/ BOARDING HOUSE	FACTORY	OFFICE	SHOP	RAILWAY PREMISES	OTHER (specify)	TOTAL

1. Number of Notices prohibiting the use of premises served by the fire authority.

--	--	--	--	--	--	--

2. Number of Notices restricting the use of premises served by the fire authority.

--	--	--	--	--	--	--

3. Number of Notices which included directions as to the steps to be taken to remedy matters.

--	--	--	--	--	--	--

4. Number of cases where risk was removed without recourse to serving of Notice:–

(i) because steps were taken to remedy matters

--	--	--	--	--	--	--

(ii) because use of premises discontinued/restricted.

--	--	--	--	--	--	--

5. Number of appeals against prohibition notices resulting in:– Section 10A(1)

(i) cancelling the Notice

--	--	--	--	--	--	--

(ii) affirmation of Notice

--	--	--	--	--	--	--

6. Number of Notices withdrawn – Section 10(7)

--	--	--	--	--	--	--

7. Number of Notices served in respect of each case of serious risk (1 box per case.)ⁿ

1/	1/	1/	1/	1/
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1/	1/	1/	1/	1/
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Explanatory Note

n. For each case of serious risk prompting the exercise of Section 10, one of the boxes at 7 should be completed showing the number of separate notices served in respect of separate occupancies of a single building

Example: Section 10 has been used on three occasions, resulting in fourteen separate notices being served

1/ 5	1/ 1	1/ 8
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The sum of the numbers inserted at 7 should equal the sum of the numbers inserted at 1 and 2

ITEM C OF DCOL II /1988

FIRE REPORT FORMS : FDR3

1. This note is to inform you that the amendments to the FDR3 form, as put to the Joint Committee on Fire Brigade Operations in 1987, will be implemented from January 1989.
2. The intention to do this was stated in a letter to you dated 22 December 1987 (sent by Mr Ramell, statistician in S3 now replaced by Miss Goddard).
3. That letter also referred to amendments to the FDR1 form. These are currently being considered by the Home Office and there will be further consultation with the fire service. Therefore, the FDR1 form remains unchanged in 1989.
4. Stocks of the amended FDR3 form will reach you in the usual way. They should be used for all returns from January 1989, when old versions of the form should be discarded. If you have queries about completing the form please contact the Fire Statistics Section, Borehamwood (01-953-6177 ext 277).
5. In particular, Home Office wish to clarify that question one of the FDR3, on false alarms, should be completed in respect of fire related false alarm calls only. Any other false alarms (eg in respect of special service calls) should be entered on the 44/C return in the appropriate place (for 1988 at 3(j)). If this differs from your practice to date, it would be helpful if you could inform the Fire Statistics Section, and effect the change as from 1 January 1989.

File Ref No: SD/87 68/83/1

Telephone contact number: 01-953 6177 ext 277

000086

FIRE SAFETY PUBLICITY ADVERTISING CAMPAIGN 1988/89.

DCOL NO 11/1988

1. The purpose of this letter is to outline Home Office fire safety publicity plans for 1988/89. Chief Officers will wish to know that in order to build upon the impact of the pilot smoke alarm television advertising campaign, which was run in the Tyne-Tees television region during 1987/88, the campaign will be extended on a broader basis during 1988/89.

2. Pre- and post-campaign research showed that the pilot was successful in most respects. However, in one important area it was disappointing. Although there was an improved awareness of smoke alarms coupled with a greater increase in ownership of smoke alarms in Tyne-Tees than in the rest of the country, the research identified that this was almost entirely due to purchases made by owner-occupiers. Tenants were found to be as likely as owner-occupiers to have seen the "Dolls House" commercial but less likely to have seen leaflets and press coverage. The Home Office concludes that although television is the most efficient means of reaching tenants, they are, for several reasons, more difficult to persuade to buy smoke alarms than are owner-occupiers. This was confirmed by the parallel AGB research of 4 March 1988 on ownership of smoke alarms, circulated to Chief Officers under cover of DCOL No 9/1988, which showed that more ABC1 than C2DE households, and more owner occupiers than rented/council accommodation tenants, owned smoke alarms.

3. It follows therefore that if there is to be a chance of succeeding in persuading those people in high risk groups to buy smoke alarms we need to expose them to a heavier weight television campaign than that which was obtained in Tyne-Tees. The Home Office budget available for a campaign this coming winter cannot cover an effective television campaign throughout all regions. It has been agreed therefore that the Home Office will mount a rolling national campaign to cover all television areas in England and Wales over three consecutive winters.

4. This rolling campaign will be launched by a reasonably heavyweight television campaign in the London and Granada television areas. The campaign will again centre on the television commercial "Dolls House" and will be backed by a poster and leaflet. It will run from Christmas 1988 for nine weeks, as this is when television air time represents best value for money. Manufacturers and distributors have been approached for their support to ensure that supplies of suitable smoke alarms are widely available for purchase in the areas concerned.

5. If this winter's campaign is shown to have persuaded significant numbers of those most at risk to buy smoke alarms then the Home Office will be able to justify a continuation of the rolling programme. It will also serve to assist the development of a long term strategy, as statistical or research information becomes available about the effectiveness not only of the campaigns, but of the alarms themselves. However, the possibility that the campaign will not produce results must be kept in mind, and brigades will be kept informed of developments.

6. Brigades falling within the two television regions have been asked to support the campaign using their existing media and other contacts, and will be supplied with publicity material by the Home Office. The Home Office also hope to be able to offer help to those brigades not involved in this phase for their own chosen campaigns. This letter is therefore solely intended for information and has no additional cost or manpower implications.

Home Office contact tel no: 01 273 3773

FEP/88 18/45/9

000083

FIREGROUND ELECTRICAL EQUIPMENT: SAFETY REQUIREMENTS

1. I have been informed of two occasions when fireground electrical equipment used by brigades has been the subject of adverse comment by HM Factory Inspectorate concerning the type of equipment used and the arrangements for ensuring that it is regularly inspected and tested.
2. Advice on electrical equipment is contained in specification JCDD/9 (Emergency Tender (Type A)) which, since 1971, has specified a 110V AC centre-tapped generator. The provisions of this specification were generally acceptable to the Health and Safety Executive (HSE) although a number of detailed amendments were proposed by them a few years ago to take account of developments in international standards concerning electrical safety. These proposals were taken into account by the Joint Committee on Appliances, Equipment and Uniform in the revised specification of October 1985 issued under cover of Fire Service Circular No. 2/1987.
3. The main criticism of the type of equipment used in brigades concerns generators, mainly of the portable type, and associated equipment capable of operating at 220/240V. The appendix to this letter contains advice on suitable types of equipment following discussions with the HSE. You will no doubt wish to be aware of the HSE advice as regards equipment now in use and any purchases which may be contemplated.
4. It is strongly recommended that the use of any 240V tools or lighting at incidents should be discontinued as quickly as possible. Where existing 240V AC generators exist (built-in on older emergency tenders) and cannot readily be replaced, they may be adapted to provide for 110V operation of tools and lighting subject to the advice given in Annex A. It is not expected that the advice on constructional safety should be applied retrospectively to equipment, either built-in or portable, which complies with the electrical safety provisions which were required in specification JCDD/9 from December 1971 when the 110V system (centre-tapped) was first specified.

000089

5. General advice on the safe use of portable electrical apparatus is given in Guidance Note PM 32 published by the HSE.

6. The cost of implementing the advice now given by HSE will depend on the extent to which fireground electrical equipment now in use in brigades already complies with specification JCDD/9 as issued from December 1971.

File reference no: FIR/80 305/124/1

Telephone number of contact: (01) 273 3342

000090

FIREGROUND ELECTRICAL EQUIPMENT: SAFETY REQUIREMENTS

1. Portable Generators

a. General

Only generators having a maximum rated output of 110V AC 50 Hz are acceptable. The windings should be centre-tapped and this centre point should be connected to the generator frame to provide a bonding point for all portable equipment used with the generator. The generator frame should be bonded to all other exposed metalwork of the unit in accordance with CP 1013. Most manufacturers can supply generators with 110V centre-tapped windings if specified at the time of ordering. Where existing dual voltage generators are used the 220/240V output should be blanked off or the changeover switch should be fixed in the 110V position. It should be noted, however, that dual voltage generators do not generally have a centre-tapping on the 110V winding.

NOTE The above also applies to self-contained generator units installed permanently or semi-permanently in appliances.

b. Electrical Circuits

Each socket outlet fed by the generator should comply with BS 4343, 16A rating (or, exceptionally, 32A rating - see note 2 below), having its earth point connected to the generator frame and be provided with a double-pole isolator, a double-pole miniature circuit-breaker (MCB) of suitable rating for the circuit in question and a residual current device (current operated double-pole earth leakage circuit-breaker) of 30mA, 0.03 sec. sensitivity or better. Circuit-breakers, etc should be chosen to withstand vibration and the mechanical shocks to which the equipment is likely to be subjected and mounted, where necessary, on anti-shock mountings.

NOTES 1. Maximum electrical safety is achieved by complete metallic enclosure of the electrical circuit, including flexible cables, with this enclosure being bonded to the generator frame in accordance with CP 1013.

2. Socket outlets rated at 32A will normally be employed only to supply special vehicles from a stand-off generator, and cables suitable for this purpose will not normally be reel wound due to their inflexibility.

2. Plugs and Sockets

All plugs and sockets should comply with BS 4343 and additionally be protected against water to BS 5490, IP 54 standard. Junction boxes should be similarly protected.

3. Extension Cables

Three-core flexible metal braided cable should be used. Except in the case of cables linking a special appliance with a stand-off generator, these will normally be of 15A capacity unless the circuit rating permits a lower cable rating. Manufacturers of suitable cables are as follows:

<u>SUPPLIER</u>	<u>CABLE TYPE</u>
1. Oskar Lapp Ltd, 46-50 Standard Road, London NW10 6EU 01-961 5855	Silflex SY and Olflex SY
2. Delta-Enfield Cable Ltd, Millmarsh Lane, Brimsgate, Enfield, Middlesex EN3 7QD 01-804 2468	Multiflex

The metal braided cable sheath of each cable, including those wound on reels, should be bonded to the earth point of its plug and socket. Cable conforming to BS 6116 "Elastomer insulated flexible trailing cables for quarries and miscellaneous mines" is also regarded as electrically suitable, but has a larger overall diameter which may be unacceptable in fire brigade applications where reel storage is required.

NOTE Prolonged use of cables at or near their maximum rating when still substantially wound on cable reel may result in overheating.

4. Portable Tools and Lamps

Except in the case of Class II (all-insulated or double insulated) tools, the frames of all tools and lamps operating at 110V must be bonded via the three-core cable to the earth pins of connecting plugs and the metal braided cable sheath bonded to the frame and (as in 3 above) to the earth point of the plug. In the case of Class II tools where there is no provision for an earthing connection, the metal braided sheath of flexible cable must be terminated at the cable clamp of the tool in such a way as to prevent contact between the braid and internal live parts of the tool.

000092

110V lamp units should be protected against water to BS 5490 IP 54 standard (splashproof) and be fitted with a protective visor. Alternatively, and preferably wherever practicable, 24V lighting should be used in conjunction with 110V/24V step-down transformers meeting with the foregoing conditions for 110V equipment.

5. Connections to mains electricity

Such connections will not normally be of use at incidents. Where exceptionally they are required they should incorporate a 240V/110V step-down transformer located close to the mains supply with the 110V winding centre-tapped and all the safety provisions of the above clauses applied. Under no circumstances should tools and lighting which are directly supplied from mains voltage be used at incidents.

6. Inspection and Testing

a. Monthly inspection

All electrical equipment should be examined visually monthly and after use.

b. Quarterly test

Portable tools, lamps, cables, junction boxes and accessories should be examined and tested every 3 months for electrical faults including earth faults using a portable appliance tester. Suitable instruments are available and can be used by unskilled persons. Protective devices of generators, where provided with trip buttons or other test facilities, should be tested at this time.

c. Annual inspection and test

A full inspection and test of all electrical equipment including generators and their protective devices should be made annually by a competent person, who will normally be an electrical contractor or an inspector appointed by the brigade insurance company.

AIR BAGS

Life

1. When brigades are considering the purchase of air bags, they must recognise that these items have only a limited life. While the quoted life of an air bag may vary from one manufacturer to another and the actual life of a particular bag will of course vary according to use, generally speaking a period of 5 to 10 years should be considered as being the anticipated life of air bags. Extension of life beyond 5 years should be dependent upon the ability of the bag to pass its annual test, its overall condition and its history of use.
2. Given the onerous nature of their duty, and current experience of the use of steel reinforced air bags within the fire service, it should be anticipated that all such bags regardless of condition, history etc should be replaced no later than 7 years after entering service.
3. It is essential that the manufacturer be consulted in any case of doubt as to the ability of an individual bag to remain in service.

Testing

4. The present Fire Service Drill Book states that air bags should be tested in accordance with the manufacturers instructions. It is therefore essential that, when purchasing air bags, brigades obtain clear guidance from the manufacturer as to the particular test regime to be adopted. Such guidance should be observed as overriding the general guidance shown below.
5. Generally speaking, each air bag will be factory tested to twice its working pressure (ie generally 2x8 bar). Thereafter it is recommended that an annual test should be applied to the bag and this test should be limited to 1½ times its working pressure (ie generally 1½x8 bar). This annual test may be conducted using water or air, but if air is used then the necessary precautions should be taken due to the inherent dangers associated with pressure testing with air.
6. It is recommended that, when conducting the annual test, the bag has a restraining influence placed upon it such that it is tested under load. This

will ensure that no unnecessary strain is placed upon the bag especially the reinforcing material, as may be the case if allowed to expand freely above its working pressure. Such restraint may be by means of a suitable jig, or by an ad-hoc method provided that due regard is paid to safety considerations and to the need to avoid unnecessary damage to the bag.

7. The air bag manufacturer may be able to provide a suitable jig to provide this restraining force. However, for bags with high lifting capacity of above say 30 tonnes such a jig will become excessively large and expensive for brigades to purchase and as such it may be preferable to return the larger capacity bags to the manufacturer for re-test since it is unlikely that any ad hoc arrangement would be suitable and safe.

8. In addition to the annual pressure test, air bags should be visually inspected on acceptance both monthly and after use. If any doubt exists as to whether the bag is suitable for continued use, then the advice of the manufacturer should be sought. Air bags should be maintained in a clean condition by using soap and water such that any defects are readily apparent. They should be stored dry, away from direct sunlight, heat or contaminants, and preferably flat. The use of a valise is desirable.

9. If an air bag suffers damage, the advice of the manufacturer should be sought as to whether a repair is possible. Generally speaking, superficial cuts or abrasions to the outer cover of the bag can be repaired providing none of the reinforcing strands are broken.

000095

File reference no: FEP/88 30/1504/1

Telephone number of contact: (01) 273 3342

HYDRAULIC PLATFORM BOOM LADDERS

In the light of DCOL 4/87, the Joint Committee on Appliances, Equipment and Uniform (JCAEU) and its sub-committee have been examining the need for a standard test for boom ladders and the adequacy of their design and fixing. The JCAEU is satisfied that Simon Engineering Ltd have produced a test and inspection regime for boom ladders which should be adopted by brigades with the annual test being conducted by workshops and station inspections being confined to the points covered in the servicing paragraph of the Simon Manual.

Brigades using hydraulic platforms of other manufacture are advised to seek similar information from their supplier.

File reference number: FEP/87 30/1504/1

Telephone number of contact: 01 273 3342

000096

FIREMENS' SHIRTS

1. The British Standards Institution (BSI) have published British Standard 6793 for men's uniform shirts.
2. The Standard details garment construction and make-up and gives details of options that are available with regard to such items as pockets, shoulder straps, epaulettes, sleeves and collar construction.
3. This advice should be read in conjunction with Fire Service Circular 5/1985 which, at item C, advised against the use of nylon shirts where fire fighting duties were concerned.
4. Copies of the Standard can be obtained from BSI, Linford Wood, Milton Keynes, MK14 6LE at £16.20 per copy.

File Reference Number: FEP/87.30/1504/1

Telephone Number of contact: 01-273 3342

000097

PORTABLE SMOKE ALARMS

'Portable' or 'travellers' smoke alarms, several examples of which are already available from retailers and mail order outlets are designed to be hung on to door handles or in similar low level positions in bedrooms. However, in these positions they are unlikely to respond until smoke descends to their sensing level - a point at which fire growth and smoke density are likely to present a severe hazard to the safe evacuation of the occupants. Any advice on the use of these devices should therefore stress the importance of locating them in a suitable position.

The advice on the siting of conventional self-contained smoke alarms in "Smoke alarms in the home", reproduced as Appendix H of British Standard BS 5839: Part I: 1988 or available free from the Home Office as guidance booklet FB2, may not be practicable in the case of portable alarms. It is therefore recommended that portable smoke alarms should not be fixed to door handles or in similar low level positions. In order to provide an effective response to smoke, they should be sited not more than 600mm (two feet) below ceiling height, in accordance with the advice on siting in BS 5839: Part I: 1988: Section 12.2.3. Any smoke alarms positioned lower than this are likely to be slow in responding to a developing fire and would give a serious cause for concern for the safe evacuation of the occupants.

There are no cost or manpower implications arising from this part of the letter.

December 1988

Home Office
Fire and Emergency Planning Department

Tel No of contact: 01-273 2867

File Ref: FEP/88 28/352/1

000093

MINISTERIAL REVIEW OF BUILDING REGULATIONS AND FIRE PRECAUTIONS LEGISLATION

1. Chief Fire Officers may be aware that the Government announced on 22 September that there is to be a review of the interaction between the building regulations and fire precautions legislation.

2. The review is being overseen by a group chaired by the Director of the Department of Trade and Industry's Enterprise and Deregulation Unit (EDU) and includes members from the Home Office, the Department of the Environment (DOE), the Health and Safety Executive, and the Treasury.

3. The full terms of reference of the review are:

"(1) To examine whether the extent and effect of any overlap between building control legislation and legislation intended to protect occupants from fire or the way the legislation is implemented places burdens on business which are more than necessary to achieve the appropriate level of health and safety; and specifically to examine:

- (a) any weakness in the links between building control authorities and fire authorities at the planning/construction stage and the extent to which a properly structured consultation procedure and national guidelines would be beneficial;
- (b) whether consultation processes could be simplified (if for example there were a requirement for fire authorities to be provided with their own copies of plans);
- (c) problems (of inconsistency for example) caused by local legislation;
- (d) the scope for improvements in the control procedures with a view to ensuring that they result in a single certificate issued by the building control authority perhaps with separate appendices concerning fire matters;
- (e) means of overcoming the delays that arise whilst new architectural developments are assessed and the practicability of guidance on the alternatives to structural fire precautions in innovative buildings which cannot comply with appropriate existing regulations or codes of practice;

and in the light of this,

(2) Undertake an examination of the technical and practical skills required to permit authoritative advice to be given on all fire prevention aspects of building, planning, construction, and adaptation for use;

(3) consider the training and management requirements necessary to secure their consistent enforcement;

(4) on the basis of this examination to make recommendations, in particular, on the most appropriate methods of enforcement, including the forms of authority by which it would best be done, and the scope for any further involvement of the private sector taking account of any implications there would be for existing legislation."

4. The first full meeting of the steering group took place on 8 December. The review will start shortly afterwards and is expected to take six months.

5. Tenders to undertake the review were invited from six consultants. The company selected to do so by representatives from EDU, the Home Office and DOE is Bickerdike Allen Partners, architects, acoustical and building technology consultants, 121 Salisbury Road, London NW6 6RG. Bickerdike Allen's team is headed by Professor J M Anderson and includes G G Connell and H L Malhotra. Its advisers are Mr L Davis, Chief Building Control Officer of Solihull MBC, Mr T Ashton, Assistant District Surveyor, City of London and Mr P G Robinson, formerly of Her Majesty's Inspectorate of Fire Services.

6. Bickerdike Allen Partners have stated that it is their intention to canvass a wide range of opinion and expertise and that they will be undertaking structured interviews with fire officers and those responsible for fire prevention training, which is expected to be an area of particular interest to the review. Through its presence on the steering group the Home Office will take every step to ensure that fire service interests are fully and properly represented to the review. Individual fire authorities are, however, free to make their own representation to Bickerdike Allen Partners if they so wish.

7. The findings of the review will be presented in the first instance to Ministers but it is hoped that there will be an opportunity to give it a wider circulation subsequently.

8. This note is for Chief Fire Officers' information. There are no financial or manpower implications.

Telephone number of contact: 01-273 2427

FEP/88 46/95/1

000100

- (1) CFBAC RESEARCH REPORT NO 31 - ADDITIVES FOR HOSEREEL SYSTEMS: TRIALS OF FOAM ON 40M² PETROL FIRES
- (2) CFBAC RESEARCH REPORT NO 32 - THE PHYSICAL FITNESS OF FIREFIGHTERS: A SUMMARY REPORT

This part of the letter is concerned with two projects undertaken as part of the Home Office Fire Research Programme; CFBAC research report No. 31 on Additives for use in Hosereel Systems: Trials of Foam on 40M² Petrol Fires and, CFBAC research report No. 32 on the Physical Fitness of Firefighters.

It was decided in consultation with the Joint Committee on Fire Research that the reports should be circulated to the fire service and a copy of each is attached to this letter.

1. CFBAC Research Report No. 31

1.1 A feature of fire service operations in recent years has been the increasing use of additives in appliance hosereel systems on various classes of fire. However, apart from the sales and technical literature published by manufacturers there is little information available to brigades on the characteristics, application and effectiveness of additives. The lack of impartial scientific information is considered unsatisfactory in terms of fire service operational efficiency

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and it was therefore decided that a formal examination of additives used in appliance hosereel systems should be undertaken by the Fire Experimental Unit at Moreton-in-Marsh. The project which commenced in 1985, will continue until 1989. A list of research objectives is given on page 1 of the management summary which prefaces the report.

1.2 Between October and November 1986 trials of aspirated and non-aspirated foams on 40M² petrol tray fires were held on the fireground of the Fire Service College at Moreton-in-Marsh. The fuel was ignited and given one minute pre-burn before being attacked by an experienced firefighter and, following extinction a burn-back test was performed to assess the resistance of the foam blanket. Data recorded included times to 90 per cent and 100 per cent extinction and the time to 100 per cent burn-back. Details of the methodology employed in the trials, the foams tested, their performance and the equipment used are given in pages 1 and 2 of the Management Summary.

1.3 All the additives tested gave a poor performance when applied in a non-aspirated form and some of the tests demonstrated that extinction was not progressive and the fire could re-develop. It was considered that the redevelopment of a fire could be potentially hazardous in fireground operations and the non-aspirated application of foam is therefore not recommended in circumstances similar to the tests.

1.4 A colour video recording of the trials programme has been specially prepared for the fire service using a 'split-screen'

technique which allows the viewer to compare the relative performances of aspirated and non-aspirated foam. Copies of the video may be obtained on loan from:

Home Office
Fire Experimental Unit
c/o Fire Service College
MORETON-IN-MARSH
Gloucestershire
GL56 0RH

Tel: Moreton-in-Marsh 50004

It is not anticipated that any additional cost or manpower implications will arise from this part of the letter.

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2. CFBAC Research Report No 32

2.1 This report is an abridged version of the report on the Physical Fitness of Firemen which was presented to the Joint Committee on Fire Research in May 1986. However, because the bulk and complexity of the full report made it unsuitable for widespread distribution, it was decided to prepare a summary for publication in the CFBAC series for circulation to the fire service. The summary report was also presented to the Joint Committee on Fire Research at the meeting held in May 1988.

2.2 It is clear from the research that, although the strength of firefighters as a group appears to be maintained as a result of their duties, aerobic fitness requires to be developed and maintained by means of a suitable fitness regimen. Guidance on this matter is given in Fire Service Circular 6/1988 which should be read in conjunction with this report.

2.3 Since this part of the letter seeks only to give information about the research carried out, there are no significant cost or manpower implications for brigades.

000104

ROAD TRAFFIC ACCIDENTS INVOLVING FIRE APPLIANCES

We have recently become aware that some of the guidance contained in Book II of the Manual of Firemanship about the procedures to be adopted following road traffic accidents is legally unsound. We will therefore be amending this particular section when Book II is next revised. In the meantime brigades should follow the revised guidance at Annex A to this item.

2. We have no evidence which indicates that the Crown Prosecution Service is likely to adopt generally an inflexible attitude should the question of the prosecution of a member of a fire brigade on duty for an offence under the Road Traffic Act ever arise. Chief Fire Officers may, however, wish to see the relevant extracts from the Service's manual "Code for Crown Prosecutors" (a publicly available document) at Annex B.

3. There are no manpower or significant financial implications arising from the issue of this guidance.

File Reference Number: FEP/87 93/127/1

Telephone number of contact: 01-273 3342

000105

Accidents

Under section 25 of the Road Traffic Act 1972, as amended, the driver of a vehicle involved in an accident in which occurs injury to any other person, damage to any other vehicle or to other property or to an animal (other than one in or on that vehicle), must stop and, if required to do so, give anyone having reasonable grounds for requiring the information, his name and address, the name and address of the owner of the vehicle (eg the fire authority) and its registration number. (NOTE: In this section of the Act, 'animal' means any horse, cattle, ass, mule, sheep, pig, goat or dog.) If, for any reason, the driver of the vehicle does not give his name and address as required, he must report the accident within 24 hours to the police.

The following advice has been compiled in the absence of legal precedents to establish how the requirements of section 25 apply to the driver of an emergency vehicle involved in an accident. The courts have so far taken the view that the requirement to stop and provide information is a personal duty on the driver and that he should stop for a reasonable time in the light of all the circumstances to enable the duty to be performed.

An appliance which is involved in a minor collision while it is responding to an emergency call, but is still roadworthy, may, subject to any directions given by the police, proceed to the emergency provided that the driver has complied with the statutory requirement to give the particulars specified above or he remains behind at the scene of the accident to do so. Where the driver is the only person qualified to drive the appliance, and it is imperative that he should proceed, having regard to any serious consequences that seem likely to arise from delay in attendance, he should endeavour to comply with the statutory requirement before proceeding. A prepared card with the name and address of the fire authority owning the

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vehicle, the registration number of the appliance and space to insert the driver's name and address may help to facilitate the passing of the required information to those with a right to it, although use of such a card on its own is unlikely to be sufficient to satisfy the duty placed on the driver by section 25.

If an appliance responding to an emergency call is involved in a serious accident which results in death or injury, there is an additional need for the driver and the appliance to remain at the scene of the accident to assist the police with their enquiries. Where, in such circumstances and subject to any directions given by the police, the appliance subsequently proceeds to the emergency, it will usually be desirable for steps to be taken to minimise the distress caused; a member of the crew should be dropped off the appliance with the medical box and a message sent to the mobilising control ordering on an ambulance where necessary.

In the case of any accident the mobilising control should be informed and where it is impossible for an appliance to proceed, or if serious delay is probable, a message should be sent immediately to the mobilising control so that a substitute appliance can be ordered on to the incident.

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- (vii) If there is conflict between eye witnesses, does it go beyond what one would expect and hence materially weaken the case?
- (viii) If there is a lack of conflict between eye witnesses, is there anything which causes suspicion that a false story may have been concocted?
- (ix) Are all the necessary witnesses available and competent to give evidence, including any who may be abroad?
- (x) Where child witnesses are involved, are they likely to be able to give sworn evidence?
- (xi) If identity is likely to be an issue, how cogent and reliable is the evidence of those who purport to identify the accused?
- (xii) Are the facts of the case such that the public would consider it oppressive to proceed against the accused?
- (xiii) Where two or more defendants are charged together, is there a realistic prospect of the proceedings being severed? If so, is the case sufficiently proved against each defendant should separate trials be ordered?

6. This list is not of course exhaustive, and the factors to be considered will depend upon the circumstances of each individual case, but it is introduced to indicate that, particularly in borderline cases, the Crown Prosecutor must be prepared to look beneath the surface of the statements. He must also draw, so far as is possible, on his own experience of how evidence of the type under consideration is likely to 'stand-up' in Court before reaching a conclusion as to the likelihood of a conviction.

⊕ The public interest criteria

7. Having satisfied himself that the evidence itself can justify proceedings, the Crown Prosecutor must then consider whether the public interest requires a prosecution. The Crown Prosecution Service will be guided by the view expressed in a House of Commons debate by Lord Shawcross when he was Attorney General, and subsequently endorsed by his successors:—

"It has never been the rule in this Country— I hope it never will be—that suspected criminal offences must automatically be the subject of prosecution. Indeed the very first Regulations under which the Director of Public Prosecutions worked provided that he should prosecute 'wherever it appears that the offence or the circumstances of its commission is or are of such a character that a prosecution in respect thereof is required in the public interest.' That is still the dominant consideration." (H. C. Deb., Vol. 483, col. 681, January 29th 1951)

He continued by saying that regard must be had to 'the effect which the prosecution, successful or unsuccessful as the case may be, would have upon public morale and order, and with any other considerations affecting public policy.'

8. The factors which can properly lead to a decision not to prosecute will vary from case to case, but broadly speaking, the graver the offence, the less likelihood there will be that the public interest will allow of a disposal less than prosecution, for example, a caution. Where, however, an offence is not so serious as plainly to require prosecution, the Crown Prosecutor should always apply his mind to the public interest and should strive to ensure that the spirit of the Home Office Cautioning Guidelines is observed. If the case falls within any of the following categories this will be an indication that proceedings may not be required, subject of course to the particular circumstances of the case.

(i) *Likely Penalty*

When the circumstances of an offence are not particularly serious, and a Court would be likely to impose a purely nominal penalty, Crown Prosecutors should carefully consider whether the public interest would be better served by a prosecution or some other form of disposal such as, where appropriate, a caution. This applies particularly where the offence is triable on indictment when Crown Prosecutors should also weigh the likely penalty with the likely length and cost of the proceedings.

(ii) *Staleness*

Regard must be had not only to the date when the last known offence was committed, but also the length of time which is likely to elapse before the matter can be brought to trial. The Crown Prosecutor should be slow to prosecute if the last offence was committed three or more years before the probable date of trial, unless, despite its staleness, an immediate custodial sentence of some length is likely to be imposed. Less regard will be paid to staleness, however, if it has been contributed to by the accused himself, the complexity of the case has necessitated lengthy police investigation or the particular characteristics of the offence have themselves contributed to the delay in its coming to light. Generally, the graver the allegation the less significance will be attached to the element of staleness.

(iii) *Youth*

The stigma of a conviction can cause irreparable harm to the future prospects of a young adult, and careful consideration should be given to the possibility of dealing with him or her by means of a caution.

(iv) *Old age and infirmity*

(a) The older or more infirm the offender, the more reluctant the Crown Prosecutor should be to prosecute unless there is a real possibility of repetition or the offence is of such gravity that it is impossible to overlook. In general, proceedings should not be instituted where a Court is likely to pay such regard to the age or infirmity of the offender as to induce it to impose only a nominal penalty, although there may be exceptional circumstances, such as where the accused still holds a position of some importance, when proceedings are required in the public interest regardless of what penalty may be imposed.

(b) It will also be necessary to consider whether the accused is likely to be fit enough to stand his trial. The Crown Prosecutor should have regard to any medical reports which have been made available by the defence solicitor and may arrange through him for an independent medical examination where this is necessary.

(v) *Mental illness or stress*

(a) Whenever the Crown Prosecutor is provided with a medical report to the effect that an accused or a person under investigation is suffering from some form of mental illness or psychiatric illness and that the strain of criminal proceedings may lead to a considerable worsening of his condition, such a report should receive anxious consideration. This is a difficult field because in some instances the accused may have become mentally disturbed or depressed by the mere fact that his misconduct has been discovered and the Crown Prosecutor may be dubious about a prognosis that criminal proceedings will adversely affect his condition to a significant extent. Where, however, the Crown Prosecutor is satisfied that the probable effect upon the defendant's mental health outweighs the interests of justice in that particular case, he should not hesitate to discontinue proceedings. An independent medical examination may be sought, but should generally be reserved for cases of such gravity as plainly to require prosecution but for clear evidence that such a course would be likely to result in a permanent worsening of the accused's condition.

(b) The Crown Prosecutor should not pay as much regard to evidence of mental instability not coupled with a prognosis as to the adverse effect of proceedings, as such instability may increase the likelihood that the offence will be repeated.

The accused's mental state will, of course, be relevant in considering any issue of mens rea or fitness to plead.

(vi) *Sexual offences*

(a) Whenever two or more persons have participated in the offence in circumstances rendering both or all liable to prosecution the Crown Prosecutor should take into account each person's age, the relative ages of the participants and whether or not there was any element of seduction or corruption when deciding whether, and if so in respect of whom, proceedings should be instituted.

(b) Sexual assaults upon children should always be regarded seriously, as should offences against adults, such as rape, which amount to gross personal violation. In such cases, where the Crown Prosecutor is satisfied as to the sufficiency of the evidence there will seldom be any doubt that prosecution will be in the public interest.

(vii) *Complainant's attitude*

In some cases it will be appropriate for the Crown Prosecutor to have regard to the attitude of a complainant who notified the police but later expresses a wish that no action be taken. It may be that in such circumstances proceedings need not be pursued unless either there is suspicion that the change of heart was actuated by fear or the offence was of some gravity.

(viii) *Peripheral defendants*

Where an allegation involves several accused, as a general rule the Crown Prosecutor should have regard to the need to ensure that proceedings are continued only against those whose involvement goes to the heart of the issue to be placed before the Court. The inclusion of defendants on the fringe of the action and whose guilt in comparison with the principal offenders is minimal can lead to additional delay and cost, as well as unnecessarily clouding the essential features of the case.

9. Finally, if, having weighed such of the above factors as may appertain to the case, the Crown Prosecutor is still in doubt as to whether proceedings are called for, he will throw into the scales the attitude of the local community and any information about the prevalence of the particular offence in the area or nationally. Should doubt still remain, the scales will normally be tipped in favour of prosecution as if the balance is so even, it could properly be said that the final arbiter must be the Court.

STANDARDS FOR THE TRANSMISSION OF
AUTOMATIC EMERGENCY FIRE CALLS

The Joint Committee on Fire Brigade Communications at its meeting on 9 November received the report and accepted the recommendations of its Transmissions Technical Committee on the subject of standards for the transmission of automatic emergency fire calls. A copy of the report is attached.

2. The proposed standards set out in Annex A to the report have been forwarded to the British Standards Institution in accordance with the recommendation. Chief Fire Officers will additionally want to consider standards of installation and levels of integrity (paragraph 10), the guidelines agreed between CACFOA and the BFPSA (Annex B) and the recommendations contained in paragraph 16.

3. There are no known financial implications for brigades.

Contract: HMI Sanders (01 273 3524)
HMAI Phillips (01 273 3842)

November 1988

000112

CENTRAL FIRE BRIGADES ADVISORY COUNCIL
SCOTTISH CENTRAL FIRE BRIGADES ADVISORY COUNCIL
JOINT COMMITTEE ON FIRE BRIGADE COMMUNICATIONS

PROPOSED STANDARDS FOR THE TRANSMISSION OF EMERGENCY FIRE CALLS
VIA COMMERCIAL CENTRAL ALARM STATIONS TO FIRE BRIGADE CONTROLS

A submission by the Transmissions Technical Committee

Introduction

For some time the fire service has been concerned about the procedure for routeing automatic fire alarm calls through central alarm stations for onward transmission using voice communication to fire brigade controls. With the agreement of all the fire service representative organisations, the Home Office formed the Transmissions Technical Committee (TTC) to examine this procedure and related problems.

2. The purpose of this particular paper is to bring to the attention of the Joint Committee on Fire Brigade Communications (JCFBC), this Committee's proposals for establishing minimum performance parameters for the guidance of commercial alarm companies. The aims of these proposals are:

- (i) to ensure rapid and reliable forms of connection;
- (ii) to make customers aware of the different recommended categories of performance.

At present customers have no means of discriminating between good quality central stations and those which are less reliable.

3. The purpose of automatic fire detection equipment is to give early warning of fire. It is essential that automatic fire alarm calls should be transmitted to fire brigade controls as quickly and reliably as possible. As yet there are no laid down standards for alarm transmission links from a protected premises to a fire brigade control room via a commercially operated central alarm station. The TTC's deliberations have centred mainly around the problems of communicating an alarm signal in this way. The three main elements are:

- a. the type of connection between the protected premises and the central station;
- b. the processing at the central station, and
- c. the type of connection between the central station and the brigade control room.

4. The measure of performance of the alarm transmission link is assessed by the probability of the alarm call being received within a specified time. The time of transmission is the period expressed in seconds between the point in time of the start of the transmission of the alarm signal from the premises and the point in time of its connection to the fire brigade control.

5. Valuable research has recently been undertaken in this area in the form of a study commissioned by the DHSS. We have found that study extremely useful and are grateful to DHSS and those commissioned to conduct the study for making its results available to us.

The DHSS Study

6. The DHSS commissioned a study to assess the efficiency of commercial central alarm stations through a series of field trials involving timing a number of simulated fire calls between hospitals and brigade control rooms.

7. The results showed that there was a very significant difference between the times recorded in tests involving digital communicators and the times recorded for private wire signalling arrangements. The latter times were shorter and more consistent while the performance of digital communicators appeared to be variable and unpredictable.

8. If the results for signals transmitted via one particular central station, which appeared to perform in an unsatisfactory manner, were ignored, the mean time for transmission to the fire brigade via private wire circuits was 53 seconds and the longest time was 1 minute 33 seconds.

9. In the tests that involved digital communicators the mean time for transmission to the fire brigade was 2 minutes 15 seconds. Only 48% of calls were received within 90 seconds and 68% within 2 minutes.

10. The study recommended that ideally only dedicated circuits, not digital communicators, should be used to transmit fire signals from hospitals to remote manned centres, but recognised that economic pressures to use the cheaper method of transmission could prove irresistible. The study also recommended that any central station responsible for monitoring fire alarms should comply with a recognised standard, such as that about to be produced by the Loss Prevention Certification Board (LPCB). Central stations independently certified by an approved body, such as the LPCB, should be preferred.

TTC's consideration of the DHSS Study

11. An ad hoc meeting was held at the Home Office last year to enable the DHSS and its consultants to consider, amongst other matters, what constituted a desirable transmission time and to seek to establish a consensus view of "desirable" and "practicable" transmission times which matched fire service

responses in other areas and were also achievable by the alarms industry. At that meeting the DHSS, their consultants, the Home Office, CACFOA and the British Fire Protection Systems Association were able to reach provisional agreement on three distinct categories in respect of automatic fire alarm connectivity methods. No attempt was made to establish any "reliability" criteria, but it was agreed that arrangements should be made for the response times and overall technical performance of any system fitted to be independently tested. It was agreed that the matter should be considered further by the TTC at its next meeting on 23 November 1987. The study report, The Transmission of Fire Alarm Signals to the Fire Brigade via Central Stations: Results of Field Trials, was published by the DHSS in September and contained a table on the proposed grading for transmission systems agreed at the ad hoc meeting.

12. At its November meeting the TTC agreed that the DHSS report was a valuable piece of work and that the grading of transmission systems in respect of response times should be taken further. The report had recommended that a desirable standard for the speed of transmission of signals from hospitals to brigades should result in a transmission time of 60 seconds or less in 90 per cent of calls and 90 seconds or less in 98.5 per cent of calls. However it appeared that this standard (the proposed Class A) was not satisfied by the industry as a whole and this view was confirmed by the BFSPA representative on the TTC.

13. Both expectations and test results were discussed at the meeting in an attempt to bring what was desirable closer to what was currently achievable. Our own experience leads us to believe that it is unlikely that any other study would lead to any significantly different conclusions and the TTC therefore agreed that the information obtained in the study, together with its own views, should form the basis of a standard which should be recommended for adoption. The TTC's BFSPA representative has stated that the proposed standards are achievable and that the Home Office would be best served by making a submission to the BSI for the recommendations to be included in the BS 5839 series.

Proposed action

14. The JCFBC is therefore invited to agree that the standards, as set out in Annex A to this paper, should be recommended for adoption and should be forwarded to the British Standards Institution. We cannot stress too strongly, however, that, whatever automatic fire alarm connectivity arrangements are employed, it is essential that there should be on the protected premises an entirely separate PSTN facility which can be used for making a 999 call in the normal way.

Standards of installation

15. Although transmission times are of crucial importance in determining the acceptability or otherwise of available commercially operated systems, the TTC has also considered and

accepted the standards of installation and levels of integrity recommended in the DHSS study (see paragraph 10). In addition we endorse the Guidelines on this subject which have already been agreed between CACFOA and the BFP SA, and are attached as Annex B to this report.

Other matters

16. The TTC further strongly recommends to the JCFBC that the following points should also be incorporated in guidance issued to the fire service on this subject:

(a) the central station must verify with the relevant brigade the name, location and description of the protected premises in order to ensure correct mobilising (see para 9.1 of annex B);

(b) the customer should be provided by the alarm company with details of the method of connection, the routing and the name of the relevant brigade;

(c) no PSTN connection between the central station and the brigade control room should be used without the authority of the Chief Fire Officer; and

(d) brigades should maintain for their brigade area a list of central stations which are considered to meet the appropriate standards and have facilities for passing calls to the brigade approved by the Chief Fire Officer.

17. This paper has been approved by the TTC.

R M HUGHES
Chairman
Tranmissions Technical
Committee

October 1988

ANNEX A

PROPOSED STANDARDS FOR THE TRANSMISSION OF EMERGENCY FIRE CALLS
VIA COMMERCIAL CENTRAL ALARM STATIONS TO FIRE BRIGADE

Transmissions Technical Committee

Categories of Performance of Fire Alarm Transmission Systems
Acceptable for Life-Risk Premises

Category	Transmission time performance target	Method of connection likely to achieve transmission time performance target	
		between protected premises and central station	between central station and fire brigade
A	90% within 60 seconds 98.5% within 90 seconds	Private Wire	Private Wire
B	90% within 90 seconds 98.5% within 120 seconds	Private Wire	PSTN
C	90% within 120 seconds 98.5% within 150 seconds	PSTN (digital communicator)	Private Wire

1. Transmission Time - the period expressed in seconds between the point in time of the generation of the alarm from the premises and the point in time of its connection to the fire brigade control.

2. Evidence will be required in support of any claim that the combination of methods of connection shown are capable of achieving the transmission time performance target for that category.

GUIDELINES SETTING OUT THE CRITERIA WHICH CHIEF FIRE OFFICERS COULD APPLY WHEN CONSIDERING THE ACCEPTABILITY OF CENTRAL STATIONS

These Guidelines have been prepared by the British Fire Protection Systems Association at the request of the Chief and Assistant Chief Fire Officers Association and have been drawn up by Central Station Operators who are Members of BFP SA.

They cover the Standard of installation to be accepted by Central Stations and the principles and levels of integrity on which Central Stations should be run.

In addition, it is considered important that Chief Fire Officers should satisfy themselves as to the financial stability and technical competence of fire alarm companies to operate a Central Station.

STANDARD OF INSTALLATION

1. The Standard of installations accepted by Central Stations should comply with BS 5839 Part 1.

PRINCIPLES AND LEVEL OF INTEGRITY ON WHICH CENTRAL STATIONS SHOULD BE RUN

2. General

2.1 A central station provides a signalling service between alarm installations protecting premises and the emergency services. The customer equipment is connected to a constantly attended central office, where receipt of alarm, monitoring and fault signals results in appropriate action by central station personnel.

3. Building

3.1 The building housing the central station should be permanent and of substantial construction with one hour fire resistance and have an automatic fire alarm system meeting the requirements of BS 5839 Part 1.

3.2 Adequate hand portable fire extinguishers of the appropriate type shall be readily available throughout the central station.

3.3 Central stations should be located in areas of low risk from fire and other environmental hazards such as flooding.

3.4 The central station should have the necessary security and procedures in place to assure controlled access at all times.

4. Power Supply Requirement

4.1 The capacity of power supplies should be sufficient to supply the largest load likely to be placed on them. High reliability will be given by a normal supply from the public electricity mains backed up by an automatically available secondary supply which is subject to weekly tests.

4.2 Where the central station is combined with another operation the reliability of the power supply should not be reduced by such non-exclusive use.

4.3 The secondary power source should have sufficient capacity to carry the maximum normal load of signalling equipment and other vital central station operations for at least 36 consecutive hours.

4.4 Power cables to the central station should enter the building underground and should be physically protected in the building.

5. External Circuits

5.1 External signalling circuits should leave the central station building underground and should be physically protected in the building.

6. Central Station Equipment

6.1 The central station equipment should be capable of separately identifying fire alarm and fault signals.

6.2 The central station equipment and/or procedures should be capable of accepting and identifying test calls.

6.3 All signals received by the central station equipment should result in an audible alarm. Fire alarms to be given priority over fault and test signals.

Fire alarms to be given priority over other alarm signals.

6.4 All incoming signals should be recorded and include:

- subscriber
- type of signal
- time
- date
- action taken

and be retained for a minimum of 6 months.

7. Fire Brigade Connection

7.1 The availability, reliability and means of testing the connection between central stations and the Fire Brigade should be by at least two independent means of communication subject to discussion with the Communications Officer of the local Fire Brigade.

7.2 Where it is required that the primary means of communication is by a direct line then the facility should be provided with a specially provided incoming line made available for back-up.

7.3 The requirement for two independent means of communication would, in the case where the primary means (a specially provided incoming line) is via the PSTN, be met by the provision of a further secondary specially provided incoming line.

7.4 Testing of the communications connection with the Fire Brigade should be done daily.

8. Central Station Personnel and Procedures

8.1 There should be a minimum of two qualified operators on duty in the central station at all times. Additional personnel shall be on scheduled call.

8.2 Operators should be fully conversant with the laid down procedures for handling fire alarm and other signals.

8.3 Suitable arrangements should be made for a 24 hour service on all equipment and circuits operated by the central station.

9. Records

9.1 Records of all the connections to the central station should be maintained including addresses used after discussion with the Local Fire Brigade.

All records to include details of key holders.

STATISTICAL SURVEY OF FALSE FIRE ALARMS

1. This part of the letter informs brigades of a recent statistical survey of false alarms and outlines its conclusions.
2. The survey, which involved six selected brigades - Avon, Buckinghamshire, Hertfordshire, Humberside, Tyne and Wear and West Yorkshire - was conducted over the 12 month period 1 January - 31 December 1986. Although it was to seek information on all false alarm calls, a major point of interest was the quality and maintenance of automatic fire detection (AFD) systems. It was hoped to establish the extent to which poor maintenance or installation might be significant factors in the false alarm rate and whether AFD systems not conforming or maintained to the appropriate British Standard were responsible for a disproportionate number of false alarms.
3. The analysis of data was more protracted and complicated than envisaged but some interesting information has been obtained. An outline of the conclusions is as follows:
 - i. The survey recorded 31,360 false alarm calls, 38% from AFD systems (including self-contained smoke alarms), and the rest (62%) described as "non-AFD" calls. Overall the most common location for false alarm calls was private dwellings where 96% were non-AFD calls.

Calls from AFD systems

- ii. The most common location of false alarm calls from AFD systems was hospitals (including psychiatric hospitals).
- iii. False alarm calls to AFD systems were highest between 8 am and 4 pm.
- iv. AFD systems recorded in the survey averaged 2.9 false alarm calls per system, but 60% of AFD systems generated only 1 false call.
- v. Smoke detectors were the most common item initiating the alarm in AFD systems.
- vi. A significant proportion (40%) of false alarms from AFD systems arose from 'non-fire phenomena' and persons working on the system.
- vii. The quality of installation and level of maintenance did not appear to be significant factors in the level of false alarms from AFD systems. The survey revealed no clear tendency for a disproportionately large number of false alarms to have arisen from poorly installed systems or through poor standards of maintenance.

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- viii. Maintenance by an alarm company, rather than by 'own employees' may tend to reduce the number of false alarm calls generated by AFD systems, particularly in hospitals.
- ix. 'Intelligent' systems, such as those which are micro-processor based with individually addressable sensors as opposed to 'fire/no fire' detectors, appear to be more discerning and may give rise to somewhat fewer false calls than AFD systems which are 'non-intelligent', though the difference does not appear to be large.

Non AFD calls

- x. Of the 19,560 such calls, the most common location was private dwellings (45%).
- xi. The most common cause of these calls was described as "malicious", accounting for 65% of all calls and almost 80% of those in private dwellings.
- xii. False alarm calls not coming from AFD systems typically increased throughout the day and reached a peak between 6 pm and 10 pm.

There was no marked seasonality of false alarm calls (either AFD or non-AFD).

4. Although useful, the survey results overall do not in themselves suggest any new practical measures which would immediately reduce the incidence of false alarms. Nevertheless some pointers are provided for further investigation (eg the incidence of false calls from non-fire phenomena). This and other aspects are being pursued with, among others, the British Fire Protection Systems Association and the Department of Health.

5. There are no additional cost or manpower implications arising from this part of the letter.

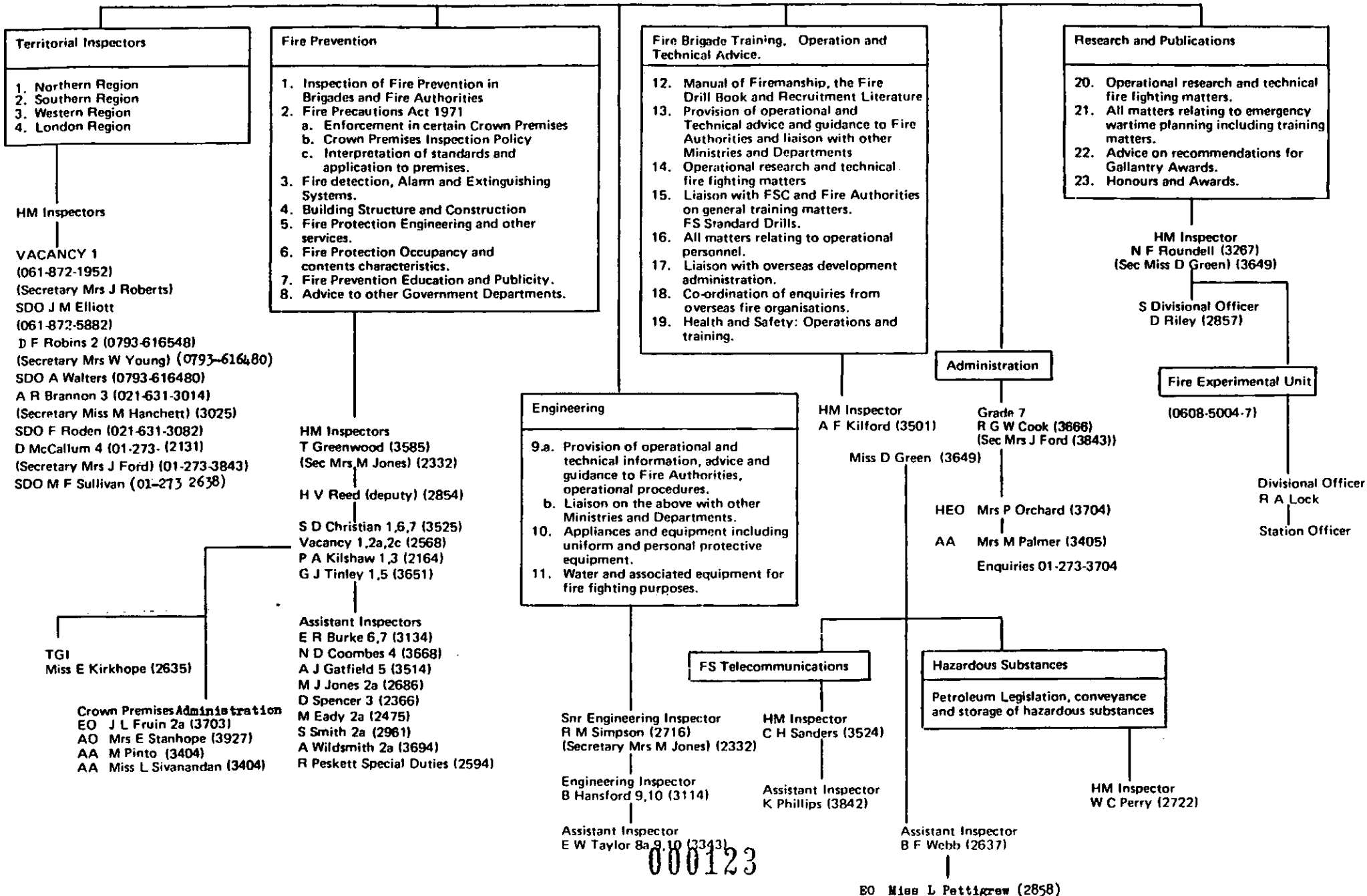
December 1988

Home Office
Fire and Emergency Planning Department

Tel no of contact: 01-273 2867

File Ref: FEP/88 28/45/2

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1. Fire Precautions Act 1971: fire precautions policy, implementation of amending legislation and subordinate legislation, use of section 12 regulations.

Development of fire precautions policy in respect of premises not designated under the Fire Precautions Act (including hospitals, residential care premises, houses in multiple occupation, schools and prisons.)

Fire precautions in underground railway stations

Deregulation aspects of fire precautions legislation

Home Office interest in revision of building control legislation.

Planning/Legislation Sub-Committee (P/LSC)

2. Fire safety education and publicity

Joint Fire Prevention Committee (JFPC)

Information Sub-Committee (ISC)

3. Water Safety: Home office interest in the prevention of drowning accidents.

4. Fire precautions in premises designated under the Fire Precautions Act 1971. (offices, shops, factories, railway premises - other than underground railway stations)

Fire safety in places of entertainment.

Fire safety other than in buildings.

Fire precautions aspects of local legislation

Means of escape devices.

Statistics and fire reporting procedures.

Fire inspection and certification arrangements for Crown

Fire safety and the disabled.

Human behaviour in fires.

Briefing for Ministerial and senior official visits to brigades.

Fire prevention training.

5. Arson/Vandalism

Fire research programme management.

FINDS liaison officer.

Joint Committee on Fire Research (JCFR)

6. Fire hazards of furnishings and other modern materials.

Fire detection and alarm systems.

Fire protection equipment standards.

Fire insurance loss statistics.

Grade 7
(P/Secretary Miss K Hart x3044)

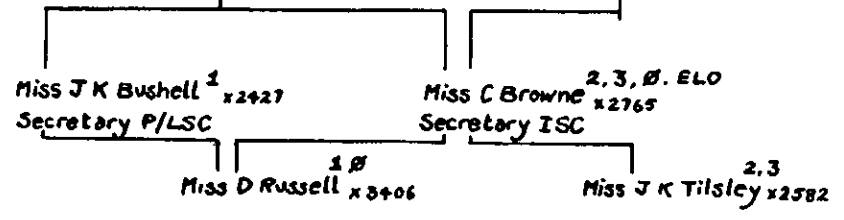
Mrs SMK Willmington x2166
Secretary JFPC

SEO

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EO

AO



Miss V Jenson x3309

Mr P Boshell x3324

Mr A R J Casey x3113

Miss E Sheehan x3152

Mr D J Moss x 3233

Miss M Andrews 5 x2411
Secretary JCFR

Mr C M Powell 6 x2267

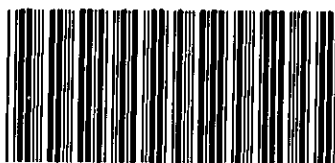
Mr S McAuley x 2306

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Also work to DJ Mould (G1 Division) on safety of sports grounds.

PLEASE DIRECT ALL QUERIES TO THE EO IN THE FIRST INSTANCE. IN CASE OF DIFFICULTY PLEASE CONTACT THE ELO x 2765

**The Fire Service
College**



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