PN800 - Management of Operational Risk Information

Recommendation by	Decision Number
Assistant Commissioner, Fire Stations	LFC-0369x-D

Protective marking: **NOT PROTECTIVELY MARKED**
Publication status: Published in full

Summary

Report LFC-0369 explains that Section 7 of the Fire and Rescue Services Act 2004 requires fire and rescue authorities to make provision for the purposes of (a) extinguishing fires in its area and (b) protecting life and property in the event of fires in its area. Section 7(2)(d) requires that in making provision to extinguish fires and protect life and property, the fire and rescue authority must make arrangements for obtaining information needed for those purposes. Therefore, it is the policy of the London Fire Brigade to ensure efficient arrangements are in place for the gathering, storage and dissemination of operational information that will assist in the successful resolution of an incident.

PN800 Management of Operational Risk Information (PN800) has been updated and provides current guidance to personnel on the management of operational risk information, including identifying and gathering risk information, other supporting information and recording it on the Operational Risk Database (ORD).

The review of PN800 is in scope for the Operational Risk Information (ORI) project and PN800 forms part of an action plan (issue i.d 0032) within the Operational Improvement plan (OIP).

Decision

That the London Fire Commissioner:

1. Approves the changes to PN800 'Management of Operational Risk Information'. The amended policy is attached as Appendix 1 to report LFC-0369 and the key changes are set out in the report.
2. Approves the proposal for implementation and training for this policy, as set out in paragraphs 12 to 17 of report LFC-0369.

Andy Roe
London Fire Commissioner

Date This decision was remotely signed on Tuesday 11 July 2020

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LONDON FIRE BRIGADE

Report title

PN800 - Management of Operational Risk Information

Report to	Date
Operational Delivery and Assurance DB	11 June 2020
Commissioner's Board	17 June 2020

Report by	Report number
Assistant Commissioner, Fire Stations	LFC-0369

Protective marking: **NOT PROTECTIVELY MARKED**
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Summary

Section 7 of the Fire and Rescue Services Act 2004 requires fire and rescue authorities to make provision for the purposes of (a) extinguishing fires in its area and (b) protecting life and property in the event of fires in its area. Section 7(2)(d) requires that in making provision to extinguish fires and protect life and property, the fire and rescue authority must make arrangements for obtaining information needed for those purposes. Therefore, it is the policy of the London Fire Brigade to ensure efficient arrangements are in place for the gathering, storage and dissemination of operational information that will assist in the successful resolution of an incident.

PN800 Management of Operational Risk Information (PN800) has been updated and provides current guidance to personnel on the management of operational risk information, including identifying and gathering risk information, other supporting information and recording it on the Operational Risk Database (ORD).

The review of PN800 is in scope for the Operational Risk Information (ORI) project and PN800 forms part of an action plan (issue i.d 0032) within the Operational Improvement plan (OIP).

This report provides a synopsis of:

- Background and process undertaken to update PN800
- Overview of the key changes
- Recommended next steps.

Recommended decision

That the London Fire Commissioner:

Approves the changes to PN800 'Management of Operational Risk Information'. The amended policy is attached as Appendix 1 to this report and the key changes are set out in this report.

Approves the proposal for implementation and training for this policy, as set out in paragraphs 12 to 17 of this report.

Background

1. This draft of PN800 has been subject to an extensive departmental consultation process, including S&R, H&S, OP&A, ICT, Central Operations, Fire Safety Regulation, General Counsel, Area DAC's, Training and Professional Development , and the Grenfell Tower Investigation & Review Team and was considered at the Brigade Joint Committee for Health, Safety and Welfare (BJCHSW), on the 19th March 2020. The FBU have reviewed the policy at the National Health and Safety Committee / Executive Council and comments were received on the 4th June 2020.

Key Changes

2. A full review of PN800 has been undertaken with stakeholders, this includes the premises risk assessment (PRA), associated scoring and subsequent actions.

3. Some examples of the updates and changes to the PRA are listed below –please note PN800 Appendix 1 contains the full PRA list & below is Risk Grading Matrix Appendix 2:

- New PRA score of 750 - Premises which have a "waking watch" as part of their evacuation strategy

- New PRA score of 750 - Residential premises which have a known combustible cladding which could lead to external fire spread *e.g combustible cladding affecting escape routes or affecting multiple floors*

- New PRA score of 750 - Significant fire safety issue identified, *e.g. loss of wet riser pumps, dry riser outlets missing. Could have a direct impact on the operational tactics or life safety of the occupants.*

- New PRA score of 500 - Large hospitals with over 150 beds or where there are unusual operational challenges requiring specific procedures, *e.g. premises with a complex layout / secure facilities where there are access issues.*

- New PRA score of 500 - Multiple incidents in the same location, *e.g. several significant fires /make ups over a 12/24 month period*

- New PRA score of 150 - Residential premises with balconies of combustible construction combined with resident's storage (on the balconies) which could lead to external fire spread, *e.g. external balconies with timber decking and evidence of residents storing combustible items and/or BBQs on the balconies*

- New PRA score of 150 - Care homes or other healthcare premises with progressive horizontal evacuation or delayed evacuation

- New PRA score of 50 - Residential premises with combustible external decking system on communal areas which could provide challenging firefighting conditions, *e.g. combustible decking of large external communal areas with difficult access*

PN800 appendix 2 - Risk grading matrix

Risk	PRA risk score	Visit Frequency	Level of Plan Required
High	Either 1 area from section 1 or a score of 750 and above	4 visits per year (one per Watch)	Tactical plan and hazards if applicable
Med	Score between 500 and 749	At least 1 visit every year	Tactical plan and hazards if applicable
Med to Low	Score between 250 and 499	At least 1 visit every 3 years	Tactical plan and hazards if applicable
Low	Score between 150 and 249	At least 1 visit every 5 years	Hazard information only, unless a tactical plan is considered appropriate
Negligible	Score between 0 and 149	No visit required	No requirement to be included in the ORD, unless there is justification*

* For further guidance regarding justification refer to PN800 Appendix 2

4. When gathering information and conducting a PRA for residential high rise premises (including partially residential high rise premises), there will now be a requirement to complete a set of prepopulated questions (approximately 49) either through the Station Diary appointment or the associated Appliance Workflow App (AWA) on the tablet. The answers to these questions will be used to obtain additional information relating to high rise premises and will be automatically sent to Fire Safety Regulation (FSR) for review.

5. New Appendix 3 – PN800 now gives an introduction to Electronic Premises Information Plates (ePIPs) and how it is combined into the risk matrix process.

6. Clearer guidance where there are concerns about any fire safety issue or if there is a requirement for advice during and out of office hours.

7. PN800 includes a provision for deviating from the risk grading matrix and now gives examples. The PRA has been designed to categorise risk premises as accurately as possible. It will allocate the appropriate risk categorisation in the majority of cases. However, there remains the likelihood that this will not always be the case, due to the diverse range of premises and built environment to which the PRA will be applied. The policy makes provision for the frequency of the visits to be altered or for an ORD to be created (if there isn't one already present). In order to change the frequency of visits, the person carrying out an assessment should use their professional judgement and discretion to overrule the result of the risk matrix. The policy requires that this decision is recorded and authorised by a Station Commander.

8. An analysis of all existing PRA outcomes has been carried out, comparing the new scoring with the original – where such comparison is possible. The intention is to gain some understanding of what the likely impact will be on the score and outcomes of these changes to the assessment. The analysis indicates that approximately 75% of assessments previously carried out would likely

result in the same outcome using the new PRA scoring. Of the remaining 25%, three classes of potential change have been identified (see below),

9. Each station can be provided with a list of these premises so they are aware the PRA scoring will potentially change the next time the premises are risk assessed. A review of Euston fire station's master schedule was also independently conducted and similar results were achieved.

These three classes are:

- Those premises that presently score as a low risk, but may now receive a score indicating some further action required (such as the prepopulated residential high rise question set)
- Those presently high risk premises, where the new score is likely to be low (such as group 1 & 2 biological hazards)
- Those premises that are likely to change to a high risk (such as residential premises with combustible cladding)

10. Following the Operational Delivery and Assurance DB on 25th March 2020:

- There will be a requirement to conduct the CBT within a month of the Ops News release
- Care/nursing homes and extra care sheltered accommodation (flats) that are known to have a timber framed construction have been included with the PRA. They have a score of 750 and includes an automatic referral which is sent to Fire Safety Regulation
- PN800 will form part of Ops News package and the associated Ops News test

11. On the 19th February 2020 PN800 was submitted to the LFB health and safety department for submission to BJCHSW. Due to the Covid19 pandemic the FBU asked for an extension in order to review the policy and make any comments. It was agreed that comments would be received on the 4th June 2020. The FBU views have been received, taken into account and there has been agreement on a number of the comments made. The LFB have responded to the FBU comments, via BJCHSW, indicating which were accepted and which were not.

Next steps

12. Prior to the publication of PN800, Operational News containing PN800 will be released to make staff aware that the revised PN800 is about to be published. The requirement is for watch based Station Officers and below to complete all of Operational News within four weeks. After the four week period an Operational News test will be released with a further 4 weeks to complete that (noting that those who are on leave/ sick leave etc will be required to complete Operational News and the test as soon as reasonably practicable thereafter).

13. The policy will be published and 'go live' on the same day that the Computer Based Training (CBT) package is released.

14. The CBT package has been updated to reflect the changes within the revised policy and will be provided to staff via Big Learning. The training will be a mandatory watch training package (with trainer notes) and there is a requirement for Station Commanders and below to complete the training within four weeks from publication. Once the watch training is complete, staff will go in to their own Big Learning accounts to take the individual test / quiz (this will be monitored by Babcock and LFB). Although the CBT package is primarily to be carried out by watches it can also be taken by individuals who are not part of a group / watch (noting that those who are on

leave/ sick leave etc will be required to complete this as soon as reasonably practicable thereafter).

15. Operational News will require all other operational staff (Group Commanders and above) to have read PN800, be familiar with the key changes and record the completion of this familiarisation training within four weeks of the release of Operational News. An individual training record (ITR) entry will be created for PN800, there will be a requirement for Group Commanders and above to go into their ITR and indicate the training as complete (have read and be familiar with the key changes). The completion of the familiarisation training will be monitored by Central Operations (noting that those who are on leave/ sick leave etc will be required to complete this as soon as reasonably practicable thereafter).

16. The longer term maintenance of skills will be considered following this stage, including the DaMOP requirements and inclusion. A communication strategy has been developed with our communication department in preparation for the Commissioner's acceptance of this report and amended policy. It is anticipated that a communications message will be released at the same time as Operational News, then the following day the revised PN800 will be published along with the CBT package.

17. It is planned that Premises Risk Assessment (PRA), electronic Premises Information Plate (ePIP) & Operational Risk Database (ORD) will form a session within the group (PN633 High Rise) training, this training is mandatory for all level 1 incident commanders with planned catch up sessions (this training is dependant on the guidelines associated with Covid19, however this element of the training strategy will not delay the publication of the policy).

Finance comments
18. Finance have reviewed the report and have no comments.

Workforce comments
19. The report, under 'Background', indicates that the amendments to PN800 have been subject to consultation with staff side at the Brigade Joint Committee for Health, Safety and Welfare at work (BJCHSW).

Legal comments
20. Under section 9 of the Policing and Crime Act 2017, the London Fire Commissioner (the "Commissioner") is established as a corporation sole with the Mayor appointing the occupant of that office. Under section 327D of the GLA Act 1999, as amended by the Policing and Crime Act 2017, the Mayor may issue to the Commissioner specific or general directions as to the manner in which the holder of that office is to exercise his or her functions.

21. Section 1 of the Fire and Rescue Services Act 2004 (FRSA) states that the Commissioner is the fire and rescue authority for Greater London. The Commissioner is also a 'best value' authority under the Local Government Act 1999 and must make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

22. Section 7 of the FRSA requires fire and rescue authorities to make provision for the purposes of (a) extinguishing fires in its area and (b) protecting life and property in the event of fires in its area. Section 7(2)(d) requires that in making provision to extinguish fires and protect life and property, the fire and rescue authority must make arrangements for obtaining information needed for those purposes. The means by which the London Fire Commissioner meets the

statutory duty under Section 7(2) (d) FRSA is through the gathering and recording of risk information, as set out in PN 800.

23. This report seeks approval for changes to Policy Number 800 'Management of Operational Risk Information.' The report author has set out the consultations to date with RBs.

24. Part 4 (Delegation to Officers) of the London Fire Commissioner's Scheme of Governance delegates to Heads of Service the power to approve minor changes to policies and procedures for which they are the designated custodian, but reserves the authority to approve non-minor changes to the LFC. The changes to policy 800 are non-minor and therefore should be approved by the LFC. Any future changes to this policy which are non-minor will require further Commissioner's approval.

25. In approving this policy the Commissioner should bear the following matters in mind:

    a. As an employer, the Commissioner must comply with the Health and Safety at Work etc. Act 1974 (1974 Act).

    b. Section 2 of the 1974 Act imposes a general duty on the employer to 'ensure, so as is reasonably practicable, the health, safety and welfare at work of all of his employees.' This general duty extends (amongst other things) to the plant and systems of work, the provision of information, instruction, training and supervision and to the provision and maintenance of a working environment that is, so far as reasonably practicable, without risks to health and adequate as regards facilities and arrangements for welfare at work.

    c. Section 3 of the 1974 Act imposes a general duty to 'ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.'

    d. When carrying out its functions, the Commissioner, as the fire and rescue authority for Greater London, is required to 'have regard to the Fire and Rescue National Framework prepared by the Secretary of State (Fire and Rescue Service Act 2004, section 21).

26. To consider, in developing its operational policies, any relevant national guidance thereon.

Sustainability implications
27. The environmental risk is addressed within the policy, it is a requirement when undertaking the PRA to familiarises themselves with the potential environmental risks such as conservation areas, rivers, streams, surface water drainage and the presence of SSSIs are identified. An SDIA has been completed for PN800 with no further implications identified.

Equalities implications
28. The London Fire Commissioner and decision takers are required to have due regard to the Public Sector Equality Duty (s149 of the Equality Act 2010) when exercising our functions and taking decisions.

29. It is important to note that consideration of the Public Sector Equality Duty is not a one-off task. The duty must be fulfilled before taking a decision, at the time of taking a decision, and after the decision has been taken.

30. The protected characteristics are: Age, Disability, Gender reassignment, Pregnancy and maternity, Marriage and civil partnership (but only in respect of the requirements to have due regard to the need to eliminate discrimination), Race (ethnic or national origins, colour or nationality), Religion or belief (including lack of belief), Sex, and Sexual orientation.

31. The Public Sector Equality Duty requires us, in the exercise of all our functions (i.e. everything we do), to have due regard to the need to:

    a. Eliminate discrimination, harassment and victimisation and other prohibited conduct.

    b. Advance equality of opportunity between people who share a relevant protected characteristic and persons who do not share it.

    c. Foster good relations between people who share a relevant protected characteristic and persons who do not share it.

32. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

    a. Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic where those disadvantages are connected to that characteristic;

    b. Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;

    c. Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

33. The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

34. Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

        i.   tackle prejudice, and

        ii. promote understanding.

35. An Equality Impact Assessment (EIA) was undertaken on 11 March 2020. The impact assessment found predominantly positive impacts.

36. The EIA is based on soft analysis of the groups with protected characteristics impacted on by this policy.   The overall impact of PN800 is positive. The policy identifies risk, which could predominately be in deprived locations and / or where there is a increased risk. The identification of these risks are then reflected in the hazard and tactical plan section of the ORD.

37. This policy does focus on buildings with fire safety issues, hoarding, excessive fire loading, multiple fires in the same location etc. These could potentially be in locations which are deprived / disadvantaged. This policy does not impact on groups with different sexual orientations as this is not recorded on ORD. There is no anticipated impact on either sex in relation to this policy. The policy does not differentiate on grounds of gender reassignment.

List of Appendices

Appendix	Title	Protective Marking
1	PN800 Management of operational risk information	Official

Management of operational risk information

New policy number:	**800**
Old instruction number:	**OPS:A020:a1**
Issue date:	**16 July 2012**
Reviewed as current:	**01 July 2020**
Owner:	**Assistant Commissioner, Fire Stations**
Responsible work team:	**Central Operations**

Contents

Review date:	Last amended date: **01 July 2020**

1 Background

1.1 The Health and Safety at Work etc Act 1974 (the Act) and the regulations made under it place responsibility for ensuring the health and safety of its employees and those affected by its undertaking on the employer. The Act is the primary piece of legislation governing workplace health and safety, this includes an obligation to assess identified risks at work and to take reasonably practicable measures to mitigate them.

1.2 Section 7 of the Fire and Rescue Services Act 2004 requires fire and rescue authorities to make provision for the purposes of (a) extinguishing fires in its area and (b) protecting life and property in the event of fires in its area. Section 7(2)(d) requires that in making provision to extinguish fires and protect life and property, the fire and rescue authority must make arrangements for obtaining information needed for those purposes. Therefore it is the policy of the London Fire Brigade to ensure efficient arrangements are in place for the gathering, storage and dissemination of operational information that will assist in the successful resolution of an incident.

1.3 This document, which is intended to provide guidance to personnel on the management of operational risk information, includes identifying and gathering risk information, other supporting information and recording it on the Operational Risk Database (ORD).

1.4 The Brigade will ensure that all relevant operational risk information is shared with neighbouring fire and rescue services (FRS), where their appliances may reasonably be expected to make an attendance under Fire and Rescue Services Act 2004 Section 13 – mutual assistance and Section 16 – discharge of functions.

1.5 The Civil Contingencies Act 2004 places a duty on local authorities to assess the risk of an emergency occurring and to maintain plans for the purposes of responding to an emergency, and to co-operate with, and to provide information to other responders/agencies.

2 Gathering operational risk information

2.1 The process for gathering operational risk information includes;

(a) Stage 1 **Identification of premises** that might potentially give rise to hazards and risks.

(b) Stage 2 **Pre-visit site analysis**.

(c) Stage 3 **Information gathering (on site)**; an examination of the site to capture the risks. If it is a revisit the risks already identified on the premises risk assessment (PRA) sheet can be verified. This process is distinct and separate to the more detailed information gathering undertaken by the Responsible Person for the purposes for completing a Fire Risk Assessment under The Regulatory Reform Order 2005 (RRO).

(d) Stage 4 **Completing the Premises Risk Assessment (PRA) form.** Using the PRA score to determine whether the site requires a scheduled station visit; the frequency of the visits; the level of information that should be recorded and level of information on the tactical plan.

(e) Where there are concerns about any fire safety issue or requirement for advice during office hours, in the first instance contact should be made with the local fire safety team through the Brigade Duty Inspecting Officer (Ex 30627), if out of hours contact (via control) the nearest Senior Fire Safety Officer (SFSO) and subsequently if appropriate, a full audit of the premises can be arranged.

When gathering information and conducting a PRA for residential high rise premises (including multiple use, mixture of commercial and residential), there will be requirement to complete a set of prepopulated questions either through the Station Diary appointment or

the associated Appliance Workflow App (AWA) on the tablet. The answers to these questions will provide additional information relating to high rise premises.

(f) Stage 5 **Completing the Operational Risk Database (ORD)/recording the information**. The ORD is linked to the station diary and will be completed/updated for each scheduled outside duty station diary visit.

2.2 ORD information is gathered and recorded by the officer on whose station ground the premises is located. They are responsible for visiting sites, gathering and recording information.

2.3 The primary purpose of the ORD is to record:

(a) Significant hazards which can cause serious harm

(b) Hazards that may not necessarily be expected to be present in the premises e.g unexpected biological hazards or excessive fire loading

(c) Unique control measures in place or required

(d) Tactical plans or command and control procedures

2.4 All (ORD) premises information will be available on appliances mobile data terminals (MDT) and thus be available for the appliance commander and crews to access en-route. This information will support the safe management and enhance the successful resolution of the incident.

2.5 Any pre-planning where significant hazards have been identified must be aligned with the relevant London Fire Brigade (LFB) policies, procedures and tactics (especially those highlighted for the premises), existing knowledge of the premises and local area. If the policies, procedures and tactics do not align with the hazard, guidance and advice should be sought from the local station commander (SC), group commander (GC), relevant department or specialist officer such as a SFSO, Hazardous Material and Environmetal Protection Officer (HMEPO) as appropriate.

2.6 There will be site hazards in adjoining FRS's areas which might be identified by LFB stations or the host FRS's stations. The Cross Border Liaison Panel facilitates information sharing between the LFB and neighbouring fire and rescue services FRS's. For further guidance see Policy number 857 Working with neighbouring brigades.

2.7 The frequency of 7(2)(d) visits will be governed by the level of risk associated with the premises, as indicated by the PRA using the risk grading matrix (see appendix 2).

3   Planning assumptions

3.1 For the purpose of this policy, the terms premises and site refer to any location or structure likely to attract an attendance from the station.

3.2 The individual(s) using the hazard information and/or tactical plans provided on the MDT will have knowledge of the LFB incident command system and its operational procedures.

3.3 The Development and Maintenance of Operational Professionalism (DaMOP)is a framework and assurance process that integrates local and centralised training and exercising, so that the organisation and individuals in operational, control and specialist roles are able to demonstrate maintenance of their professional competence.

3.4 Officers responsible for completing the tactical plan will have the knowledge and training supported by the DaMOP framework to enable them to identify specific information not normally expected at the premises. They will also require knowledge of LFB operational procedures to decide if any hazards present a risk beyond that normally expected at a particular location or

outside that normally expected by operational personnel. For premises that include complex fire engineered solutions, advice must be sought from the Fire Engineering team.

4 Stage 1– identification of premises

4.1 Identification of relevant premises that may contain hazards may come from various sources including:

(a) Attendance at incidents

(b) Fire Safety Inspecting Officers

(c) Local knowledge

(d) Home Fire Safety Visits

(e) Visual Audits

(f) Information from the public

(g) Information from partner agencies

4.2 Where the notification has come from a Fire Safety Inspecting Officer, the process identified in Policy number 784 - 'Station Notifications' should be followed.

5 Stage 2 - initial site analysis

5.1 The PRA sheet provides the process to calculate the PRA scoring (appendix 1). The PRA, irrespective of the scoring outcome, will be recorded. This can be viewed via IMapping or station diary reports.

5.2 The physical size of the building should not be the only criterion upon which to base a visit. In the case of sub surface structures for example, the opportunity may be taken to establish the location of suitable bridgeheads in the case of an incident occurring, and to gain local knowledge of the topography of the structure, rendezvous points (RVP), intervention points, leaky feeder, availability of plans etc.

5.3 When planning a site visit the occupier should be contacted to confirm the reason for the visit. At this point the officer should establish if there are any hazards and/or risks onsite requiring the crew to consider, e.g. PPE for building sites, audible protection for process plants etc. Information can also be obtained from sources such as LFB data and Power BI for incident history and fire safety visits.

6 Stage 3 - information gathering

6.1 It is important to remember that the gathering of information can be from a variety of sources from within the Brigade and other agencies, e.g. HMEPO, Scientific Advisor, local fire safety team, Local Authority, cross border FRS's, partner agencies, other agencies and the public.

6.2 Initial information gathering is used to decide if hazards present a significant risk, that requires recorded control measures and the development of a tactical plan.

6.3 Where hazards are recorded on the ORD, the information gathering process will need to record the detail of the hazards and all issues influencing risk.

6.4 **Where possible the information gathered will allow the following to be achieved**:

- Pre-planning for each trade/business/process, considered to have a hazard that needs a risk reduction control measure.
- Save time and reduce fire losses by identifying the correct extinguishing medium, damage control considerations and other local resources which should be used in response to an incident.
- The formulation of a tactical plan, in order to effectively implement appropriate operational procedures to mitigate risk.
- Enhance safety by providing firefighters with information on life and all other relevant risks, hazardous substances, construction hazards, to ensure a safe system of work is achieved.
- The purpose of a visit is to make personnel aware of operational hazards that may not be obvious, efforts should be concentrated on those sites/locations. This is not intended to detract from obvious major hazards, i.e. Liquid petroleum gas (LPG) storage areas etc, which will be recorded on the ORD in the hazards section.
- Certain types of premises, which are obvious from their appearance in terms of the trade, business or use carried on there, will typically have generic hazards. Premises which, from their appearance, do not give an indication of the use to which they are put may need to be subjected to a more detailed information gathering process.

6.5 The greatest hazard at a hospital may be an outside storage area or clinical waste collection rather than that normally expected e.g. complexity of multi-phased evacuation of patients (especially at night), X-Ray machines, operating theatres.

6.6 Consider unusual building layouts, altered use, large multi-level basements, sprawling buildings deceptive in size and those premises with restricted access or high security.

6.7 Certain premises e.g. residential and commercial high rise, large hospitals, industrial complexes and sports stadiums, due to their size and complexity, may offer large and varied hazards associated with their use. Firefighters may need to visit a site on several occasions to gain a detailed knowledge of the layout. It is not always the case that these premises offer the greatest risk or unexpected hazards. In such circumstances, with assistance from the responsible person or authorised site representative, it is better to identify and concentrate on areas of higher risk and focus operational planning into those areas.

6.8 **The building itself may be the hazard:** The method of construction and materials used, could pose a risk to firefighters once involved in a developing fire e.g. farm buildings, sandwich panel construction and combustible cladding.

6.9 Misuse of smoke extraction, fire suppression systems, and premises security measures can cause a risk to firefighters and should be considered. Where applicable appropriate information and/or guidance must be included in the tactical plan.

6.10 For higher risk premises and fire engineered buildings consider premises information systems or the 'Premises Information Box' system.

6.11 The increasing trend of converting large or complex single use premises or sites into smaller units that may be retail, light industrial etc, combined with the complexity of the resulting reconstruction, may cause several individual hazards to present a greater cumulative risk.

6.12 Personnel must be aware of the possible change in risk at night as opposed to normal working hours. Greater levels of security may restrict access/egress. The reduction of responsible or supervisory persons may result in lower housekeeping standards.

6.13 It is particularly relevant when considering premises containing hazardous processes, or storage, that personnel are aware of the out of hours emergency contact arrangements used by the owner/occupier/responsible person.

6.14   Where hazardous substances are present the, owner/occupier/responsible person may be able provide information on the nature of the hazards so that the brigade can pre-plan.

6.15   Where there is insufficient hazard information (or in cases where personnel are unable to determine the nature of the hazards) guidance and advice should be sought from the local SC, GC, relevant department or specialist officer as appropriate.

6.16   Where any facilities, equipment or devices provided for the protection of firefighters are not being maintained, the matter should be referred to the local Fire Safety Team or the Station Fire Safety Liaison Officer using the Station to Fire Station Notification Form (SFS_A020_a2B) located in New Office Document / Forms (Community Safety) / FSForm - who will consider the need for enforcement action under the Regulatory Reform (Fire Safety) Order 2005. Where crews are concerned about any fire safety issue or require advice, refer to paragraph 7.7.

6.17   If it is recognised the information gathering and/or risk assessment require specialist knowledge the officer in charge must contact the appropriate team e.g. HMEPO, Fire Safety Regulation (FSR) or Operational Resilience.

6.18   Where possible the visit/information gathering should be conducted in the presence of the owner/occupier/responsible person. During and following the visit, personnel should communicate their findings in a clear and concise manner.

- Personnel may be able to offer advice and guidance to the occupier to make their site/building safer for firefighters, other responders and persons other than firefighters should an incident occur.
- The occupier may be able to arrange hazard reduction measures to mitigate any risk, or risks identified by the LFB.
- Personnel may be able to direct the occupier towards further advice to help protect their site/business to the mutual benefit of themselves and the LFB.
- The fire safety guidance note GN66, Regulatory Reform (Fire Safety) Order 2005, will be useful to the visiting officer and the occupier.

7   Stage 4 – completing the PRA form

7.1   Using the identified areas of hazard on the PRA sheet, a risk assessment will need to be applied to these hazards and in conjunction with the local SC to decide the level of risk within the premises and the resulting action to be taken. However the hazards and risks should be considered in their local context, e.g. nearby densely populated residential area etc.

7.2   Any premises that scores between 0 and 149 does not need to be entered on the operational risk database, unless it is appropriate for an ORD to be created as a result of the presence of a specific risk or hazard . The frequency of the visit can be selected to reflect the risk. In order to do this the officer carrying out an assessment can use their professional judgement and discretion to overrule the result of the risk matrix. The action of overruling a risk matrix, visit frequency and potentially creating an ORD must be approved by minimum rank of a SC for quality assurance purposes. The overruling decision is to be recorded within the comments section on the ORD.

7.3   If the PRA sheet highlights hazards perceived as risks by visiting personnel, guidance and advice should be sought from the local SC,GC, relevant department or specialist officer as appropriate.

7.4   Objective analysis of all available hazard information will, in the event of an incident, lead to actions and the best use of resources based on sound judgement. Hazards identified within the PRA sheet should be addressed in the tactical plan e.g procedures to evacuate a building if it has combustible cladding or unusual layout. The risk assessment matrix should be completed for all

re-visits to ensure that the risks/hazards have not changed, and to record a risk score for premises that are already on the ORD prior to the introduction of the revised risk matrix.

7.5   When gathering information and conducting a PRA for residential high rise premises (including multiple use, mixture of commercial and residential), there will be a requirement to complete a set of prepopulated questions either through the Station Diary appointment or the associated Appliance Workflow App (AWA) on the tablet. The answers to these questions will be used to obtain additional relevant information relating to high rise premises, they will give an accurate representation of the features within the building designed to support firefighting and firefighter safety.

7.6   Where there are concerns about any fire safety issue relating to any premises or there is a requirement for advice during office hours, in the first instance contact should be made with the local fire safety team through the Brigade Duty Inspecting Officer (Ex 30627), if out of hours contact (via Control) the nearest Senior Fire Safety Officer (SFSO) and subsequently, if appropriate a full audit of the premises can be arranged.

8   Stage 5 – completing the Operational Risk Database (ORD) /recording the information

8.1   The ORD holds details of premises based hazards that may impact on a safe and effective operational response. The ORD is a main source of information to provide incident/appliance commanders with information about potential hazards en-route / at incidents and allow them to put in place safe systems of work. These hazards identified may not generally be associated with the type of premises.

8.2   Where appropriate, the ORD will detail any specific measures or actions that might need to be put in place to deal with an incident (to address the identified hazards). Data on the ORD will be derived mainly from premises based hazards identified by station personnel as part of outside duty activities. Data on the ORD may also be obtained from other internal or external data sources.

9   Levels of risk, types of plan and frequency of visits

The table below provides a guide to the level of risk determined by the PRA score, visit frequency and whether a tactical plan and / or hazard information is required.

Risk	PRA risk score	Visit Frequency	Level of Plan Required
High	Either 1 area from section 1 or a score of 750 and above	4 visits per year (one per Watch)	Tactical plan and hazards if applicable
Med	Score between 500 and 749	At least 1 visit every year	Tactical plan and hazards if applicable
Med to Low	Score between 250 and 499	At least 1 visit every 3 years	Tactical plan and hazards if applicable
Low	Score between 150 and 249	At least 1 visit every 5 years	Hazard information only, unless a tactical plan is considered appropriate
Negligible	Score between 0 and 149	No visit required	No requirement to be included in the ORD, unless there is justification*

* For further guidance regarding justification refer to appendix 2

9.1 To maintain accurate information within the ORD, SC's and BC's must ensure the visits identified for a station visit, based upon the matrix above are completed in accordance with the programme of visits as prompted by the Station Diary.

9.2 It is of particular relevance that personnel acquaint themselves with any possible environmental issues whilst carrying out visits and the potential, effect on the environment if an incident occurs. This should be considered when deciding the pre-determined plan for the premises, e.g. water run off, watercourses, areas susceptible to physical environmental damage, SSSI, environmentally safe areas for deployment and movement of resources.

10   Additional guidance for the Hazard Section of the ORD

10.1 Hazard information should be recorded in the Hazard Section for all premises being included on the ORD. Personal details should not be recorded on the ORD to ensure compliance with data protection legislation e.g medical information. For further guidance see Policy number 351- Data protection and privacy policy,

10.2 When black powder (gunpowder) is identified at commercial premises the local station must inform the HMEPO team. Details on how the location and quantities are to be recorded will be given. These sites will become scheduled visits.

10.3 There is no requirement to record the location of private firearms or visit the premises.

10.4 Where Explosive Hazards (YANKEE HAZARDS) are identified it should be recorded in the usual manner, as with all explosive hazards.

NOTE- *Selecting YANKEE HAZARDS from the hazard code on the ORD will cause the location and description of the risk to be obscured when the risk is downloaded to the MDT. The effect of this is a risk of YANKEE HAZARD will be displayed for the premises with no detail or descripti. For further guidance see Policy number 806 – incidents and fires involving explosive materials.*

10.5 Where a YANKEE HAZARD risk is displayed information can be obtained from Brigade Control via the airwave radio.

10.6 Some sensitive information obtained from other agencies (and kept updated by a regular supply of data) may be entered directly into the ORD by HQ departments (e.g. black powder in residential properties), in order to maintain confidentiality. No visits to such premises are to be made and no records relating to them will be held at stations.

10.7 Medical oxygen cylinder data is provided via a map overlay on the MDT showing locations of NHS supplied domestic oxygen cylinders. The data is supplied to the LFB every month and aims to be as accurate as possible but Incident Commanders should not rely solely on this information in determining their actions.

10.8 Any asbestos risk (for example; insulation materials, fibre washers, friction linings such as clutches and brake linings compressed asbestos ceiling tiles, cement bound asbestos etc) should be entered onto the ORD within the hazard section.

10.9 Asbestos contained in cement, aertex or bakelite, including cement bound asbestos such as corrugated sheet roofing or within concrete where the asbestos fibres are bound in the mixture do not score on the asbestos section of the PRA, but as stated in paragraph 10.10, this will still be recorded within the hazard section of the ORD, as it should be assumed that asbestos is present in all of these materials. For further guidance see Policy number 519 - Incidents involving asbestos.

11 Additional guidance for tactical plans

11.1 The purpose of the tactical plan is to record any operational risks, unique control measures in place, any site specific command and control procedures as well as any other general site information which will be useful to crews attending an incident e.g. access, predetermined evacuation strategy, fire and alarm systems.

11.2 There is no need to enter hazard information that is already recorded in the hazard page.

11.3 It might not be necessary to fill in all fields in the database. Only fill in the details relevant to the premises concerned and those useful to crews attending an incident at that premises. In the case of residential high rise buildings the data in the electronic Premises Information Plate (ePIP) may contain most of the useful information needed and the tactical plan may only need limited additional details.

11.4 The level of pre-planning for a premises will be determined by the risk level established by the premises risk assessment process.

11.5 The plan should contain suitable and sufficient detail to allow officers undertaking the various functional roles within the Incident Command system to undertake that role effectively.

11.6 For sites with a conventional layout and processes, the plan should concentrate on the areas with the highest risk and which present a risk to firefighting and rescue.

11.7 Following completion of the tactical plan it should be checked, quality assured and approved by the local SC via their SC Work Queue before submitting to the PDA section.

11.8 Further details for SC's on the process of checking entries on the ORD are contained in the Station Diary Outside Duty and Operational Risk database (ORD) Managing Outside Duties on the Station Diary which is available on 'Hotwire'.

12 7(2)(d) Visits and review of information

12.1 Data entered into ORD will automatically be entered into a review process when the data changes are submitted. New hazards/or changes will need to be signed-off by the SC. The information gathering process will not involve a destructive assessment of the premises to determine the quality of maintenance/effectiveness of fire precautions. Refer to paragraph 6.16 & 6.18 for specialist advise and paragraph 7.7 for any fire safety concerns or advice.

12.2 The hazard section will be reviewed by the PDA section within ICT Department.

12.3 Until this review process has completed it will not be possible to enter further changes in the ORD system for the address. If an attempt is made to access the ORD form then a message will be displayed by the system to that effect. Any new hazards or changes will, however, be passed to the MDT as the next data refresh (but marked as 'un-validated' until they have been signed-off).

12.4 Following the initial visit to undertake the Premises Risk Assessment, watches should, where possible share the 7(2)d visits (Station Diary will automatically rotate visits between watches) and information, and make use of the tactical plan for training sessions in line with Policy number 427 - 'Development and Maintenance of Operational Professionalism' and Policy number 698 - 'Borough Training Plans'. This should assist all station personnel to familiarise themselves with the various hazards on their station's ground.

12.5 Any operational calls to premises where ORD records are held should be taken as an opportunity to verify the information included on the ORD and to ensure that the risk rating for the premises

is correct. Further detail on the areas to be examined are provided in paragraph 12.9 and appendix 4.

12.6   The importance of prior knowledge (information gathering) is crucial if firefighting or other operations undertaken by the Brigade are to be effective. As a consequence, it is necessary for all operational personnel to continually review the hazards and evaluate the risks relevant to their station.

12.7   Visits to premises under section 7(2)(d) provide an opportunity for local crews and those personnel from neighbouring stations to refresh their knowledge and familiarity with the layout of the premises and the hazards contained within it. Guidance in appendix 3 will assist when visiting certain high rise premises. In large premises, focus should be on those areas identified as having the highest level of risk as it is not feasible for crews to maintain a high level of familiarity with the complete building.

12.8   Prior to undertaking the visit, crews should review the existing hazard information, tactical plan for the premises, and information on the surrounding area to enable them to ensure during their visit that the information remains current, complete and fit for purpose.

12.9   Crews should also review any Policy note relating to the specific type of premises being visited, and undertake any actions/checks/tests that are required, e.g crews should check communication systems during 7(2)(d) visits to London Underground stations and should check that the emergency pack information contained in Premise Information Boxes is current and that crews are familiar with its content.

12.10 To ensure information on the ORD is correct, particular attention should be made to the following areas:

(a)   Nature and location of hazards

(b)   Layout and complexity of building (including security systems)

(c)   Numbers and vulnerability of persons within premises (for guidance on data protection and privacy, see section 14)

(d)   Water supplies

(e)   Fixed installations including LFB leaky feeder communications

(f)   Site access

(g)   Responsible person/s and contact details

(h)   RVPs and meeting points

(i)   Any other information that may affect the tactical plan or operational considerations

(j)   Ascertain or confirm the predetermined evacuation strategies

(For additional guidance refer to appendix 4 – Assistance completing the operational risk database).

12.11 Any changes from the current hazard information must be entered onto the ORD as soon as possible, and the tactical plan reviewed and amended if necessary to reflect the updated information.

13 Testing and exercising

13.1 Local GC's will ascertain and determine suitable training frequencies and interventions for borough based risks prioritising those risks that score the highest on the PRA. For further guidance see - Policy number 698 - Borough Training Plan.

14 Confidentiality of information

14.1 Brigade personnel visiting premises must not disclose to any person, information on any manufacturing process, or trade secret obtained by them in a factory or workshop. Similarly, information obtained at residential premises must remain confidential to ensure compliance with data protection legislation. Brigade personnel involved in information gathering visits must ensure that all information obtained by them while carrying out visits, is treated as confidential, unless the disclosure is made in the course of duty.

14.2 As the ORD and MDT system is not secure, security codes for premises and information about a person's state of health should not be recorded on the ORD. For further information regarding the collection of personal data, refer to Policy number 351 – Data protection and privacy policy

Review and trade union consultation

This policy will be held under regular review by the LFB and Fire Brigades Union (FBU).

Appendix 1 - Premises risk assessment (PRA)

Premises risk assessment sheet	Code	Tick if present	Score	Auto referral sent to FSR
1.High risk inclusions. These risks / premises have been deemed organisationally important. Therefore each one needs to be visited at least once per year (500 + on the PRA score)				
COMAH sites	101		750	
Airports and heliports	102		750	
Major railway stations / transport hubs *(terminal stations or the interchange between numerous transport lines)*	103		750	
Major national heritage premises, *e.g museums, national attractions and galleries*	104		750	
Premises which have a "waking watch" as part of their evacuation strategy	105		750	
Residential premises which have a known combustible cladding which could lead to external fire spread *e.g combustible cladding affecting escape routes or affecting multiple floors*	106		750	
Significant fire safety issue identified, *e.g loss of wet riser pumps, dry riser outlets missing. Could have a direct impact on the operational tactics or life safety of the occupants. Create an ORD entry until the fire safety issue is resolved. For general issues code 301 applies*	107		750	√
Care/nursing homes and extra care sheltered accommodation (flats) that are known to have a timber framed construction	108		750	√
Large hospitals with over 150 beds or where there are unusual operational challenges requiring specific procedures, *e.g premises with a complex layout / secure facilities where there are access issues. Not intended to include small medical facilities.*	109		500	
Subsurface LUL stations	110		500	
Tunnels / underground structures including road and rail. *During any construction process, it will be necessary to review the information and emergency response plans as changes could affect the existing risk information and guidance can be reflected throughout the project*	111		500	
Presence of group 3 & 4 biological hazard *Group 3 – can cause severe human disease and may be a serious hazard to employees; it may spread to the community but there is usually effective prophyaxis or treatment available, e.g hepatitis B and rabies*	112		500	

Premises risk assessment sheet	Code	Tick if present	Score	Auto referral sent to FSR
Group 4- causes severe human disease and is a serious hazard to employees; it is likely to spread to the community and there is usually no effective prophylaxis or treatment available, e.g Ebola, Smallpox and Lassa fever. *For further guidance see: Policy number 98 – fires and incidents involving biological risks. If in doubt contact a HMEPO*				
Radiological hazard in large quantities, *e.g may be present in laboratory locations, research facilities, sterilisation premises, some universities and certain government locations. For smaller quantities code 209 applies. If in doubt contact a HMEPO*	113		500	
Timber framed building under construction or refurbishment	114		500	
Multiple incidents in the same location, *e.g several significant fires /make ups over a 12/24 month period*	115		500	
2. Risk specific (operational risk to firefighters)				
Explosives Hazards stored on site *(YANKEE Hazards)*	201		250	
Hazardous materials in quantities of more than 500 litres or 500 kg or an accumulative quantity of mixed substances. *large numbers of chemicals stored. Between 100 and 499 ltrs/kg then code 206 below applies*	202		150	
Asbestos *DO NOT TICK where asbestos is contained in cement, aertex or bakelite, including cement bound asbestos such as corrugated sheet roofing or within concrete where the asbestos fibres are bound in the mixture.*	203		150	
Excessive fire loading in quantities <u>not</u> normally expected to find in the premises, *e.g timber, tyres, paper, textile products*	204		150	√
A commercial premises containing hazardous items in unexpected quantities, *e.g excessive quantities of cylinders, fireworks, paints, petroleum based products*	205		150	
Hazardous materials in quantities of more than 100 litres or 100 kg of a substance or an accumulative quantity of smaller sizes for example 5 x 20 litres/kg of mixed. *If above 499ltrs /kg then code 202 applies. If in doubt contact a HMEPO*	206		100	
Manufacturing premises which have the potential for rapid fire spread, *e.g chemical processing, highly flammable materials, explosives, firework storage*	207		100	√
Presence of group 1 & 2 biological hazard. *Group 1- Unlikely to cause human disease* *Group 2- Can cause human disease and may be a hazard to employees; it is unlikely to spread to the community and there is usually effective prophylaxis or treatment available, e.g E.Coli 157 and Staphylococcus aureus (including Methicillin-*	208		75	

Premises risk assessment sheet	Code	Tick if present	Score	Auto referral sent to FSR
resistant Staphylococcus aureus (MRSA) *For further guidance see: Policy number 98 – fires and incidents involving biological risks. If in doubt contact a HMEPO*				
Smaller radiological hazard, *e.g may be present in smaller hospitals or laboratory locations and educational establishments. For larger quantities code 112 applies, if in doubt contact a HMEPO*	209		75	
3. Occupancy Specific (life risk to occupants)				
General fire safety issue identified. *Day-to-day management of fire safety apparently lacking or suspect, eg out of date fire risk assessment (FRA) or a faulty fire door closure (the issue does not present an imminent risk to life or fire spread). ORD entry until the fire safety issue is resolved. For significant issues code 107 applies*	301		250	√
Hoarding within a single private dwelling / house level 5 and above (on the Clutter Image Rating). *A safeguarding concern should be raised to the local authority. For further guidance see: Policy number 736 - Safeguarding Adults at Risk*	302		150	
Hoarding within a flat or sheltered accommodation level 5 and above (on the Clutter Image Rating). *A safeguarding concern should be raised to the local authority. For further guidance see: Policy number 736 - Safeguarding Adults at Risk*	303		150	√
Inappropriate use of a commercial premises for sleeping accommodation, *e.g offices, factories, warehouses, shops used for sleeping accommodation*	304		150	√
Care homes or other healthcare premises with progressive horizontal evacuation or delayed evacuation	305		150	
Residential premises with balconies of combustible construction combined with resident's storage (on the balconies) which could lead to external fire spread, *e.g. external balconies with timber decking and evidence of residents storing combustible items and/or BBQs on the balconies*	306		150	
Residential premises with combustible external decking system on communal areas which could provide challenging firefighting conditions, *e.g. combustible decking of large external communal areas with difficult access*	307		50	
Very large capacity premises (over 500 persons that are not employees and/or is over crowded) *e.g night clubs, large shopping centres*	308		50	
Inappropriate use of a residential premises for sleeping accommodation, *e.g garden sheds being converted into living accommodation*	309		25	

Premises risk assessment sheet	Code	Tick if present	Score	Auto referral sent to FSR
4. Building Specific (risk to both staff, public and Firefighters) These premises present risks to both its occupants and the operational crews responding to an incident by virtue of structural issues within the building				
High rise premises *(6 floors and above OR over 18 meters)*	401		75	
Complicated internal layout *(rabbit warren)*	402		50	
Maisonette or scissor type construction above 2 floors and / or over 4.5m	403		50	
Are premises residential *(if with,401,402 403 e-PIP is required)*	404		0	
Premises with a deep basement or sub basement- *having it's lowest floor more than 10m below firefighting access level (for subsurface LUL stations 109 applies)* *ANY basement where there are <u>concerns</u> regarding access and egress for crews, ventilation, complex layout, significant fire loading etc code 107 applies*	405		75	√
Sandwich panel construction - *such as that used in the construction of cold stores, food manufacturing facilities. These may be present on external walls or used to provided sub divided areas within premises. This does not include cladding systems often found on high rise buildings. See code 106 for residential premises which have a known combustible cladding which could lead to external fire spread*	406		50	
Premises which have specific firefighting facilities / engineered solutions that require crews to operate. *Systems present within the building that are there to assist firefighting actions but which may present a risk should they be used incorrectly, e.g. automatic opening vents (AOVs) or sprinklers*	407		50	
Covered markets	408		25	
Known voids which may aid fire spread either through construction or premises refurbishment or age of premises	409		25	√
Unusual operational challenges requiring specific procedures. *Unique premises that may require the application or adoption of specific procedures, e.g zoo's, embassies, government and crown premises*	410		25	
5. Environment Specific (risk to staff and public). These risks present problems for operational crews, the environment and occupants of both the premises concerned and those in any surrounding premises				
Where there are significant water supply difficulties, *e.g the site requires a water plan, additional resources or RVP's (not to include defective hydrants where an alternative hydrant is readily accessible)*	501		150	

Premises risk assessment sheet	Code	Tick if present	Score	Auto referral sent to FSR
Premises which cause crews significant access difficulties, *e.g security measures, guard dogs*	502		75	
Premises in close proximity to other risks such as SSSI, conservation areas, water courses, surface water drainage, rivers and streams*. Potential risks from firefighting water run-off, and the proximity to other risks (Ecosystems & areas susceptible to physical environmental damage)*	503		50	
Access and ground difficulties for appliances *(including specialist appliances)*	504		25	
Premises where there are known fire ground communications difficulties, *e.g handheld radios, BA communications*	505		25	
		Total Score		

Fire safety issues

Where there are concerns about any fire safety issue, relating to any premises or a requirement for advice during office hours, in the first instance contact should be made with the local fire safety team through the Brigade Duty Inspecting Officer (Ex 30627), if out of hours contact (via control) the nearest Senior Fire Safety Officer (SFSO) and subsequently, if appropriate a full audit of the premises can be arranged. This process ensures that occupier's responsibilities will be enforced, and will also support a safer environment for operational crews.

Appendix 2- Risk grading matrix

Risk	PRA risk score	Visit Frequency	Level of Plan Required
High	Either 1 area from section 1 or a score of 750 and above	4 visits per year (one per Watch)	Tactical plan and hazards if applicable
Med	Score between 500 and 749	At least 1 visit every year	Tactical plan and hazards if applicable
Med to Low	Score between 250 and 499	At least 1 visit every 3 years	Tactical plan and hazards if applicable
Low	Score between 150 and 249	At least 1 visit every 5 years	Hazard information only, unless a tactical plan is considered appropriate
Negligible	Score between 0 and 149	No visit required	No requirement to be included in the ORD, unless there is justification (see below for further guidance)

Justification for deviating from the risk grading matrix

The PRA has been designed to categorise risk premises as accurately as possible. It will allocate the appropriate risk categorisation in the majority of cases. However, there remains the likelihood that this will not always be the case, due to the diverse range of premises and built environment to which the PRA will be applied.

It may be decided that it is appropriate for the frequency of the visit is to be altered or to create an ORD (if there isn't one already present). In order to change the frequency of visits, the person carrying out an assessment should use their professional judgement and discretion to overrule the result of the risk matrix.

For example, a premises may receives a low score within the PRA, but subsequently, it may become apparent to the person carrying out the assessment that the risk is significantly greater than the result that the final score reflects. This may also apply where there is an increase in incidents both locally and nationally (in a particular location or specific building type) and consideration should be given to creating on ORD and / or increasing the frequency of visits.

N.B: The action of overruling a risk matrix and visit frequency (higher or lower) must be approved by minimum rank of a SC for quality assurance purposes. The overruling decision is to be recorded within the comments section on the ORD.

Appendix 3 - Electronic Premises Information Plates (ePIPs)

June 2015 saw the introduction of a new electronic Premises Information Plate (ePIP) system into the Risk Matrix process. Premises Information Plates are a way of providing attending crews with a standard, quick and easy visual display of the key features of high-rise residential premises. The information includes the number of floors, the layout of the flats or maisonettes, as well as other information designed to aid the early decision making process should there be an incident at the premises.

The ePIP solution is delivered via the Station Diary. The Risk Matrix has certain questions which act as a trigger for a PIP tab to appear on the appointment, this is where the ePIP is created, which is subsequently delivered to the MDTs in a similar way to ORD information.

The Risk Matrix ePIP triggers:

When section 404 – Are premises residential, is selected in conjunction with any of the following sections:
- 401 – High Rise premises e.g. over 6 floors and above or over 18 metres
- 402 – Complicated internal layout ("rabbit warren")
- 403 – Maisonette or scissor type construction above 2 floors and / or over 4.5m.

An additional PIP tab will appear on the appointment. This tab is linked closely with the details that are entered on the address tab. Many of the subsequent PIP details are automatically entered from the address that was entered.

Floors and dimensions: You should enter the number of floors of the building .
Note: Ground floor counts as 1.So: Ground + 5 more floors = 6 floors.

Flats: This section describes the layout of flats or maisonettes in the building.

Riser related questions:
- Riser type
- Number of hose lengths from the appliance to the riser
- On what floor do the outlets start
- Outlets on
- Hose lengths from the riser to furthest flat

Hydrants: The PIP image contains details of the two closest hydrants. The system will try and auto populate these details from the Water Office's **Water Management Module** (WMM).

Fire Lifts: Details of up to two fire lifts can be added.

Flat Nos: This is a free text entry section, due to the variations is layouts for high-rise residential buildings, no template proved suitable.

The PIP List
It is possible to see all the active ePIPs for your station ground through the **PIP List**. This can be found in the same place as the Outside Duty Master List, under the Outside Duties option.

Selecting the PIP List opens a window which lists all the active ePIPs created by the watches on the station. Some of these will have been added to ORDs if there is one for the same premises, but others will be stand alone ePIPs. All are listed on the PIP List and the most recent version of them can be viewed or edited form this list. The list is available to all watch officers and SC's.

Appendix 4 - Assistance completing the operational risk database

This appendix gives guidance on each section within the ORD entry.

Comments

Current visit: this is a mandatory entry where it is possible to make notes, record any deviation from the recommended revisit schedule or other recommendations.

Address

Route card: If required the location pin can be moved and clicked enter route card and click on *define exact location on a map* (this is required when the visit is first set up to confirm the exact location of the address).

Hazards

(Displayed will be the findings of the previous inspection along with the inspection notes, these notes may include details of the inspection such as areas not inspected due to renovation works, staff having meetings etc).

The rest of the page records individual hazards found at locations throughout the address. Changes to existing locations/risks, new locations/risks and removal of locations/risks needs to be entered. If any locations and risks are unchanged from the previous visit then these details do not need to be changed.

PDA section orders the entries according to the location (i.e. ground floor, first floor, second floor etc). Within these locations it is useful when recalling the information at an incident to have the hazards considered as the most significant risk at the top. Therefore the hazards need prioritising on the ORD when being entered.

It is acceptable to group chemical risks together when they are the same product but with different trade names.

Code, description: Use the drop down to enter the risk type e.g. chemicals - the description is to include any known quantities or special information. - the description is to include any known abnormal rapid fire spread / combustible cladding.

Considerations for a tactical plan

Name and address: Pre populated from the admin page.
Plan name: Name by which the premises/building/site is known e.g. Heathrow Airport, Limehouse link tunnel, Canary Wharf.

Site profile: A brief description of the building/site, its use, particular attention to any unusual building construction/materials, access / egress or unexpected use of premises.

Site dimensions: enter details as you would when formulating an informative message.

For buildings use metres and number of floors, if a site use hectares e.g. 4 hectare site, main office building 10 x 20 metreells, warehouse 50 x 20 metres.

Risk: life/site: In life risk note record any variation from what might be expected. Staff should record generic information about those with vulnerabilities (see below), that would inform the Incident Commander when developing a tactical plan, for example: 'the six ground floor flats are predominately reserved for residents who have limited mobility and visual impairment, additional information is available within the premises information box (PIB) located next to the main building entrance on Smith Street'.

Vulnerable persons are anyone with a characteristic or condition that could impair their ability to leave a premises without assistance. It is not possible to be definitive about those who may need help to evacuate, but the people most likely to be encountered during an incident include young children, the frail elderly, people with limited mobility and people who have, visual and/or hearing impairment, significantly high body weight, cognitive or mental health issues, difficulties in understanding instructions or advice provided to them.

In <u>occasion</u> enter Typical and/or for an event: Enter the People type and numbers of staff, patients, public, day or night.

Operational hazards: Any risks other than the type recorded in the hazards section. These are risks caused by the property, the environment and heritage, or processes affecting the LFB response, such as photovoltaic installations, Building Energy Storage Solutions (BESS) large banks of lithium batteries used to store energy in buildings, salvage plans prioritising resource allocation.

Include information about hazards that are unusual or unexpected. This includes properties such as timber framed care / nursing homes and the implications of the building failing, supporting the phased evacuation and rescue of the occupants. Include machinery, processes and, with regard to the latter, any information provided by the responsible person. Include any risks to firefighters due to the hazards above as well as any deficiencies in on-site-procedures. **Do not duplicate information from the hazard section.**

Water supplies: Do not include standard hydrants as these will be displayed on the MDT location map. However consider open water (distance and location) permanent emergency supplies and on-site hydrants if relevant.

Communications: Include any particular difficulties or alternative arrangements that apply and include details of control centres, P.A. systems, and internal telephones location. leaky feeder and location of repeater channel 5.

Fixed installations: Use the drop down and use the description to add additional information on type, number and location e.g, wet / dry rising mains, smoke extraction / ventilation systems, sprinklers, isolation suppression systems, firefighting shafts, protected lobby area, fire detection systems and any additional fire engineers solutions etc. Details around firefighting lifts should be entered here (noting not all lifts provide the necessary protection to meet the most recent standards) and lift machinery.

Premises Information Box (PIB) location: Indicate if a PIB is present; use the plan's location field to indicate where the PIB or other plans are located on the site.

Route access: On the route approaching the site, consider whether access may become disrupted by vehicles, crowds and the predetermined evacuation strategy, such as phased or simultaneous evacuation. Enter primary route and alternative possibility from another direction.

Site access: A point of access into a building/site for LFB vehicles including any names used to identify an access point to a site/building e.g. main access, bridge access. For high rise incidents consider parking for pumping appliances within 18m of rising main inlet and noting if there is restricted access for specialist appliances.

En-route considerations: Details of possible traffic congestion, radio channel changes, Information gathering.

On site action, on-site staff. Details of pre-arranged staff action in the event of an incident. Details such as site representatives designated to meet the fire brigade, the handing over of premises plans. Include any on-site procedures e.g. staff tackling a fire, effecting rescues or assisting with the predetermined evacuation strategy.

Site action, OIC. Specific designated action on arrival, including where relevant information can be located on site e.g. reporting to a control room, reception, caretaker or security office. Include location

and out of hours procedures, procedure to gain access into locked / secure parts of the premises etc including any designated, site specific communication procedures or additional security measures such as multi lock doors and grills.

RVP and meeting points. Determined locations at which vehicles and personnel are to rendezvous at an incident. It is important to restrict the number of points identified to those which will assist the crews to locate the correct area or entrance on arrival.

There might be more than one meeting point for a site depending on the incident location (multiple RVPs).

Meeting points for a site may be different depending upon the circumstances e.g. event and non-Event. (Use the map link to position the RVP accurately (this will automatically provide the easting/northing).

- Meeting point name: The name that will uniquely identify a rendezvous point, e.g. RVP1, RVP2, RVP event day, (used as a display label on the MDT).
- Meeting point type: i.e. RVP or meeting point.
- Description: Rendezvous point location: Address and coordinates.
- Other predetermined meeting points e.g. marshalling areas, JESSC, control rooms etc. should be detailed in operational planning considerations. Locations of control rooms should also be shown on the site plans.

Emergency contact: Title number and position where possible of site contact whether on or off site, to include control centres remote from the site and 24hr emergency contact.

Operational planning considerations: Consideration of the decision making model where relevant to the premises / site. These would be specific to the location and may include detailing immediate actions of crews as well as, later crew actions. Consider the likelihood of any fire spread beyond the compartment of origin, the potential for multiple rescues.

All reasonable efforts should be made by station based staff to ascertain or confirm the planned the evacuation strategy of the premises and any evacuation contingency plan from the 'responsible person' or their authorised site representative. If these are not available then they should seek advice from their area Regulatory Fire Safety team responsible for their borough to assist them with the identification of the existing contingency planning for that premises. Also consider wider issues such as media arrangements, important environmental (risk) considerations.

Policies: Reference to any documents listed which are relevant to the site and risk. These should contain a précis and link.

Other service agencies: Consider other services, agencies and organisations needs and procedures e.g RVPs, local relevant specialist advice.

Plans

Site plans/drawing: an image/drawing that provides some visual description either of a building/site and/or an Incident Plan. It may just provide a general view or have a very specific purpose. Any plans should be submitted as a simple line drawing and avoid submitting complex drawings such as architect plans that are not suitable for viewing on the MDT or contain irrelevant information.

Where possible the plan should identify important locations and reflect the hazard areas highlighted. This may be the location of risks, photovoltaic installations and isolation points, access points; utilities shut off valves, water supplies, fixed installations including plans for automatic fire alarm/ fire suppression systems and means of locating the head. In large complex sites additional maps may be required showing the RVPs and entrances etc.

If plans or drawings are accessible and available on site for crews to access (such as a PIB) and the location is detailed on the ORD, there is no requirement to upload and store them on the ORD.

Plan name: Site name; and area if more than one plan.

Plan description: A general description for the plan e.g. first floor, aerial view etc.

Building occupiers or the responsible person should be encouraged to inform the Brigade of any relevant changes that might occur between 7(2)d visits. If any such notification is received, consideration should be given to the impact of any change on the level of risk and whether this requires a change to the PDA.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	12/03/2020	SDIA	11/03/2020	HSWIA	10/03/2020	RA	*

Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Appendix 1 page 12	Premises Risk Assessment - Addition to code 411to include unusual access routes.	13/12/2012
Appendix 1 page 11	Premises Risk Assessment - Add code 212 Hoarding premises above level 5 (on the clutter Image rating) 150 points.	06/02/2013
Appendix 1 page 11	Premises Risk Assessment - The wording in code 212 Hoarding premises has been changed from above level 5 to level 5 and above.	15/05/2013
Throughout	The word premise has been changed to premises.	30/05/2013
Throughout	Revision of policy following Lakanal Rule 43 recommendations.	25/08/2015
Page 1	Owner title/Department name changed in line with the introduction of the London Fire Commissioner which now replaces the London Fire and Emergency Planning Authority.	31/10/2018
Throughout	Changes made to reflect the change in organisational terminology following Role to Rank.	15/10/2019
Throughout	Changes made throughout the policy including the PRA and all appendices, please read to familiarise yourself with the content.	01/07/2020

Subject list

You can find this policy under the following subjects.

Risk	Strategic risk
Planning	Risk management
Events	Event planning

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification