

Information Sharing Procedure

Standard Operating Procedure No. – TFS 008

Document Overview: -

Wiltshire Fire & Rescue Service has a statutory duty under the Fire & Rescue Services Act 2004 to promote fire safety in their area. To achieve this, the service adopts a preventative risk based approach. A key feature in facilitating this is the sharing of information within the service.

This document and the attached form are designed to give guidance for Community Safety Inspectors and operational personnel.

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1.0 Introduction

- 1.1 Methods of sharing information within the service vary widely. As such there may be inconsistencies in the information shared or assumptions made in delivery of information.
- 1.2 This could prove to be critical to the organisation or to our service users. The form is designed to provide an effective method of exchanging information within the Fire & Rescue Service.

2.0 Procedure

- 2.1 If, during a Fire Safety Audit, during performance inspection, 7(2)d visit or operational incident, a Community Safety Inspector or station based personnel discovers significant changes or hazards within a premises, the form should be used to formally alert Group managers or Group Community Safety Managers. This procedure should also be used to communicate to or from external agencies (HSE, Police etc)
- 2.2 Community Safety can also use the form to alert operational crews of new or planned developments.
- 2.3 Significant information could include –
 - New buildings
 - Changes of use of buildings
 - Storage of hazardous materials
 - Hazardous processes discovered
 - Significant life risks (Especially sleeping or non-ambulant persons)
 - Difficulties with access or water supplies
- 2.4 The form will be held electronically on the intranet/Departments/Operations/Corporate Risk Registry/forms.
- 2.5 Following discovery of significant hazards or changes, the form should be filled out as accurately as possible. The details section at the bottom of the document should be as concise as possible, to allow the reader to gain a clear idea of what hazards or changes are to be found on site.
- 2.6 Once completed, the form should be sent electronically to the Group Manager or Group Community Safety Manager, as appropriate, for assessment and promulgation within the Group.
- 1.0 The form should be held electronically on FiSh. Community Safety Manager to action this procedure on receipt of form or when sending to operational manager and externally to other agencies if appropriate (HSE, Police, Local Authorities).

3.0 Enforcement Procedures

- 3.1 This procedure is not designed to circumvent formal enforcement procedures. If during a site visit, personnel become aware of potentially dangerous conditions,

they should contact control and request attendance and or advice from a Community Safety Inspector.