

Fire Safety and Prevention Standard

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Document Information and Governance

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Statement of Intent

Kent County Council (KCC) acknowledges that fire presents the potential for serious injury, damage, and loss.

KCC believes in ensuring the health, safety and welfare of staff, residents, visitors, the public and others who may be affected by its business, and that management, and staff, should work together to maintain the minimum standards for the control and management of the risk from fire wherever the Council has that duty.

The KCC accepts its statutory responsibilities, so far as is reasonably practicable, to prevent loss of life, minimise harm to people, and reduce damage to property and the environment and minimise business disruption in case of fire and other related risks in premises which are under its control or in which it is the occupier.

In order to fulfil its statutory duties, KCC will ensure that:

- appropriate advice, competence and resources are provided, to carry out the preventive and protective measures required by the Regulatory Reform (Fire Safety) Order 2005 (as amended)
- all premises have a suitable and sufficient Fire Risk Assessment
- appropriate information, instruction and training is provided to all employees and, where appropriate non-employees who have access KCC premises
- each premises has appointed a person who is responsible for its specific fire safety management arrangements.

The Fire Safety and Prevention Standard (Standard) documents how KCC intends to fulfil its duties by the following set of principles on which it will manage and support the continual improvement of its management of fire risk:

1. Preventing fire related accidents.
2. Compliance with statutory fire safety requirements as a minimum.
3. Assessing and controlling fire risks that arise from KCC's work activities.
4. Providing a safe and healthy working environment.
5. Ensuring safe working methods and providing safe working equipment.
6. Providing effective fire safety information, instruction, and training.
7. Consulting with employees and their representatives on fire safety and related matters.
8. Monitoring and reviewing its fire safety systems and prevention measures to ensure their effectiveness.
9. Setting targets and objectives to support a culture of continuous improvement.
10. Ensuring adequate resources are made available for fire safety and prevention, so far as is reasonably practicable.

Employees throughout KCC including Schools under the control of the local authority, must play their part in the creation of a safe and healthy working environment for all.

Signed:



Chief Executive Officer

Date: 13th March 2024

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Introduction and Scope

Fire is a hazard in any premises. Its consequences include the threat to the lives or health and safety of relevant persons, damage to or loss of property and severe interruption to normal business activities and opportunities.

Managing the risk of fire requires fire safety precautions that are based on a combination of appropriate protection and prevention measures depending upon building use and occupancy, the inherent fire risks and the legal obligations laid on KCC as the employer, occupier / owner or *'responsible person'*.

This Standard sets out how KCC intends to fulfil its duties and details its arrangements for achieving compliance. The aim being to take such general fire precautions that will, so far as is reasonably practicable, preserve and protect life in the event of a fire and take reasonable measures to prevent fires from occurring.

To achieve the intended aim of this Standard and positive outcomes for KCC, Appendix 1 details the set of interrelated or interacting elements of the Fire Risk Management System (FRMS) within an organisation that establishes policies, objectives and processes to manage fire risk that should be applied throughout the lifetime of a KCC premises.

The Standard describes the requirements to be adopted by all directly employed KCC staff, consultants and sub-contractors, and any other persons working within the organisations premises, to prevent the occurrence of fire.

The Standard, and the associated fire emergency plan, will apply to all premises which are to any extent under the control of KCC as the Responsible Person either as employer, owner, or principal occupier. These requirements extend to all persons at those premises including staff, visitors and contractors whether permanently or temporarily engaged.

The interested parties to this Standard are those that can affect, be affected by, or perceive themselves to be affected by the fire risk management performance of the organisation and are primarily but not exclusively all KCC Managers, including those responsible for Schools, Community Buildings, and other facilities.

Where premises are jointly occupied, or KCC shares the premises with others, then the arrangements for fire safety and related maintenance will be co-ordinated, communicated, and documented. In these premises the fire safety arrangements and procedures of the principal or host occupier shall apply, or where local variations exist, they should be agreed by all relevant parties and relevant persons.

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Legislation

KCC's duties are set out in the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) (as amended). The RRFSO covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most premises. The RRFSO requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

The duty for complying with the RRFSO rests with the Responsible Person'. In a workplace this is the employer and any other person who may have control of any part of the premises, e.g., the occupier or owner. In all other premises the person(s) in control of the premises will be responsible.

In particular the RRFSO requires employers (and/or building owners or occupiers) to carry out Fire Safety Risk Assessments (FRA's) and keep them up to date. Based on the findings of the FRA, the Responsible Person(s) needs to ensure that adequate and appropriate fire safety measures are in place and maintained to minimise the risk of injury or loss of life in the event of a fire.

The following pieces of legislation and their associated Approved Codes of Practice (ACOPs) where provided are particularly relevant:

- [The Regulatory Reform \(Fire Safety\) Order 2005 \(as amended\)](#),
- [The Health and Safety at Work etc. Act 1974](#),
- [The Construction \(Design and Management\) Regulations 2015 \(CDM 2015\)](#),
- [The Management of Health and Safety at Work Regulations 1999](#),
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#),
- [The Building Regulations 2010](#),
- [The Dangerous Substances and Explosive Atmospheres Regulations 2002](#),
- [HSG 65 – Managing for Health and Safety](#),
- [Using contractors: A brief guide INDG368](#),
- [Managing Contractors: A Guide for Employers HSG159](#),
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#),
- [PAS 79-1:2020 Fire risk assessment. Premises other than housing. Code of practice](#)
- [PAS 79-2:2020 Fire risk assessment. Housing. Code of practice \(withdrawn\)](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#)
- [Control of Substances Hazardous to Health Regulations \(COSHH\) 2002](#)
- [BS9997:2019 Fire risk management systems — Requirements with guidance for use](#)
- [Building Safety Act 2022](#)
- [BS 9999: 2017 Code of practice for fire safety in the design, management and use of buildings](#)

Note: this list is not exhaustive, and the organisation acknowledges and accepts its responsibilities and duties set out under any other relevant legislation and expects its Contractors to do likewise. KCC shall communicate information on any new, or variations to, legal and other requirements, and their interpretation to all interested parties, persons working under the control of the Council, and to other relevant interested parties.

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Practical Fire Safety Arrangements

Fire safety management is a key aspect in controlling the risk to people, property, and the environment from the impact of fire. As part of KCC's holistic FRMS, in addition to the management actions outlined below, Passive, and Active fire precautions are also essential. An explanation of passive and active precautions will follow below. In some cases, dependent on the status of the premises such as schools, these will be delegated duties.

KCC will, in respect of every premises, so far as is reasonably practicable:

- a) provide and maintain Passive and Active fire prevention and protection measures according to the purpose or use of the building, the numbers of occupants and the activities or processes undertaken therein.
- b) provide comprehensible and relevant information to staff and others, through the provision and availability of emergency instructions or fire safety plans and the risks identified by relevant risk assessments.
- c) provide a programme of fire safety training (See managers responsibilities page 13).
- d) carry out and keep under review a programme of FRA's to analyse building and process fire risks, the existing preventive, and protective measures and to identify areas for improvement. Schools will need to arrange their own fire risk assessments by a competent independent fire risk assessor.
- e) have in place a planned programme of works for the maintenance and testing of fire safety systems to ensure that they operate correctly in the event of fire.
- f) identify persons to be present at all times when a building is occupied who will have responsibility for initiating the fire evacuation procedure and provide information and assistance to the fire and rescue service.
- g) where appropriate, to prepare and keep under review risk assessments in relation to the use, storage, handling, disposal, and transportation of dangerous substances and ensure that, so far as is reasonably practicable, the risks associated with dangerous substances are reduced or controlled.

Passive fire precautions are concerned with the physical conditions in premises which are designed to facilitate containment of fire by design, construction and layout, effective communication, and safe evacuation. In particular the:

- a) materials specification, design, construction and inspection of buildings, fire doors and escape routes considering the needs of children, such as pupils, service users, people with disabilities, contractors, the public, etc.
- b) appropriate safe and secure location of building services e.g., gas and electricity.
- c) provision of clear fire safety signage for escape routes and final exits in conformity with the Health and Safety (Safety Signs and Signals) Regulations 1996 and The Equality Act 2010.

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- d) provision of prominently located fire action notices (e.g., nearby fire alarm manual break glass points) to inform people of the action to be taken in the event of fire.
- e) instruction and training of staff in fire safety arrangements, in particular evacuation procedures and drills.

Active fire precautions are those features of the FRMS that detect and operate in the event of a fire, including fire alarm systems, emergency lighting systems and firefighting equipment.

In particular:

- a) the installation, maintenance, inspection, and weekly testing of fire alarms.
- b) the appropriate design, location, operation, monthly inspection, and annual testing of adequate (emergency) lighting systems for fire escape routes
- c) the provision, use, appropriate type and location, and maintenance of portable fire extinguishers and if provided fixed misting or sprinkler systems.
- d) premises fire safety inspections carried out in accordance with the organisational requirements (See Appendix 2).

The FRMS and arrangements in KCC premises will be based on HSG 65 *Successful Health and Safety Management* and related guidance contained within [BS9997:2019 Fire risk management systems — Requirements with guidance for use and](#) involve: -

- Effective planning, organisation, control, monitoring, and review of protective and preventative measures.
- Fire Risk Assessments and building audits.
- Fire safety systems and maintenance.
- Fire Warden and staff training.
- Fire evacuation drills.
- Building design, alterations, and commissioning.

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Planning (PLAN)

Fire Risk Assessments (FRA) are a requirement of the RRFSO and are a structured approach to determining the risk of fire occurring in a premises or from a work activity, and identifying the precautions necessary to eliminate, reduce or manage the risk. The outcome of the FRA must be incorporated in the individual premises fire emergency plan.

For occupied premises, KCC shall ensure the outcomes from the FRA programme and actions identified in the individual premises FRA are documented, managed, and implemented, to prevent a fire, so far as reasonably practicable. In the case of schools these duties are delegated to the Headteacher/responsible person.

Each FRA's must be renewed **three yearly** and reviewed **annually** and should be completed by a competent person. The three yearly renewals must be completed by a competent independent fire risk assessor. Additionally, the FRA should be renewed when there is any building alteration or change of occupation and use of the premises, or following a fire safety incident/emergency, etc.

A FRA will also be undertaken in the following situations irrespective of the inspection cycle as follows:

- new property acquisitions
- new build, on occupation
- refurbishment
- change of tenancy or tenure where subject to the RRFSO.
- following a fire at the property
- vacant premises do not fall under the RRFSO but will be subject to security and arson audit to protect property
- temporary accommodation will be subject to FRA as appropriate.

The FRA will identify risks that can be removed or reduced to decide the nature/extent of general fire precautions the 'Responsible Person' needs to take. Actions arising from the FRA will normally be categorised into the following areas:

- **Management Actions**
- **Remedial Actions**

As a general rule the risk evaluation and appropriate control measures to be considered will respond to the Management/Remedial Actions.

Management Actions are defined as actions to be taken where the users of the property breach the fire safety rules. Examples of Management Actions taken are to address poor housekeeping, blocked exit routes, fire doors wedge open, lack of testing, lack of fire drills, poor record keeping etc.

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Following the completion of the FRA any Management Actions should be prioritised according to the nature of the risk identified. The following table details the priority and the expected timescales to respond to Management Actions as detailed in the FRA:

Priority	Timescale
Urgent	24 Hours
High	1 Month
Medium	3 Months
Low	6 Months

Remedial Actions are defined as physical actions required to eliminate or reduce the risk of fire or spread of fire and smoke. Examples of Remedial Actions would be to address fire resisting doors not closing correctly, fire exit doors not opening easily, minor compartmentation improvements, installation of fire detection or emergency lighting etc.

Following the completion of the FRA any Remedial Actions should be prioritised according to the nature of the risk identified. The following table details the priority and the expected timescales to respond to Remedial Actions detailed in the FRA:

Priority	Timescale
Urgent	24 hours
High	1 Month
Medium	3 Months
Low	6 Months

FRA's must consider those who could be affected, e.g., numbers involved, their location, physical and mental capabilities, and employees of organisations with whom a workplace is shared. The findings of the FRA will be made known to all other Responsible Persons as appropriate. (Separate rules apply to buildings where there are 2 or more residential properties, in which case the occupants will also be informed of the outcome)

FRA's must also consider all those who might be affected by the undertaking whether they are employees or others such as contractors working on site or members of the public. Particularly attention should be given to those individuals who are especially vulnerable, such as young persons, the elderly or those with disabilities.

Where appropriate, an individual Personal Emergency Evacuation Plan (PEEP) must be developed for staff, pupils or service users who have known disabilities that will impact on their ability to evacuate the particular premises. PEEP's must be initiated by line managers, assisted by the building manager, and completed with support from Health and Safety where required. These should be reviewed at least annually or when there is any change in circumstances or reason to suggest it is no longer suitable and sufficient.

Maintenance of the majority of fire safety systems, except where there are specific arrangements for schools, falls within the Facilities Management Contract. The provisions of the contract ensures maintenance on fire systems and equipment is carried out in compliance with the RRFSO and Approved Codes of Practice and other associated legislation.

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The Contract will ensure that Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on fire safety systems and which will include:

- fire detection and warning system
- emergency lighting
- firefighting facilities such as fire extinguishers, fire hoses etc.
- emergency routes and exits
- fire safety signs and notices
- portable electrical appliances (PAT)
- premises installation testing (5 yearly).

Fire Safety Training may be delivered online, in which case the training should conform to the relevant fire safety requirements. In the case of practical in person training it must be delivered by a qualified and competent person dependent upon the detail and level of instruction required. It is the responsibility of all Fire Wardens to attend one refresher training course **annually**.

Where there is a change in the nominated Responsible Person for a premises e.g., change in Headteacher, then the outgoing Responsible Person must handover any relevant fire safety information they hold. This ensures that the incoming Responsible Person is fully informed about the fire safety arrangements for that premise.

Relevant fire safety information should include records of FRA's and reviews, the identity of any person appointed to assist with the FRA, the name and UK address of any other Responsible Person, and the identity of any accountable person if the premises are a higher-risk building.

New and existing control measures should be maintained to make sure that the arrangements are working effectively. However, any changes introduced into a premises may mean that the original FRA might not address any new hazards or risk arising from them. For this reason, it is also important to review and revise the FRA regularly. Generally, the review date should be **annually with a new FRA every 3 years**.

Fire evacuation exercises will be carried out a **minimum of once per year** or as determined by the fire risk assessment, but **ideally 3 times a year** within individual premises. The frequency for review will be informed by matters such as staff turnover and the type of building occupancy e.g. hybrid or regulated services. Schools will carry out fire evacuation exercises **three times a year**. The purpose of these exercises is to educate the premises occupants in the correct manner of evacuating a building in the event of an emergency situation and to meet legal obligations. Pre exercise and post de-briefing sessions will accompany each evacuation exercise. Each drill needs to be documented and a fire drill report completed.

Fire evacuation of a building will be in accordance with established procedures in the fire emergency plan. All staff, visitors and contractors will be made aware of the fire procedures.

All building design work shall comply with relevant codes and standards. New building works and refurbishment projects that include fire safety equipment and systems will be sanctioned by the relevant Director, or the delegated manager, prior to any work being carried out.

Testing of building Passive and Active preventative and protective measures are to be conducted by **a competent person** at agreed and appropriate times during normal hours and in line with

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current British or European test standards. The maintenance of fire detection systems and fire doors will be undertaken by competent persons.

A Fire Safety Logbook will be kept recording the details of all tests on Passive and Active preventative and protective measures, as well as training and fire evacuation exercises.

The frequency for maintenance is detailed below:

Equipment	Frequency
Emergency lighting systems	Annually
Fire Alarms	6 monthly
Fire Doors	Inspection in accordance with Appendix 2.
Automatic Activation Technology	Annually
Sprinkler System	Annually
Fire Extinguishers	Annually
Dry Riser	6 monthly check, Annual test.
Smoke Extraction systems	Annually
General services- periodic electrical condition inspection, PAT testing, fixed heating, lightning protection,	In line with Council policy

The testing frequency may be increased due to individual circumstances or identification of localised high risk in an otherwise low risk property.

Organisation and Control (DO)

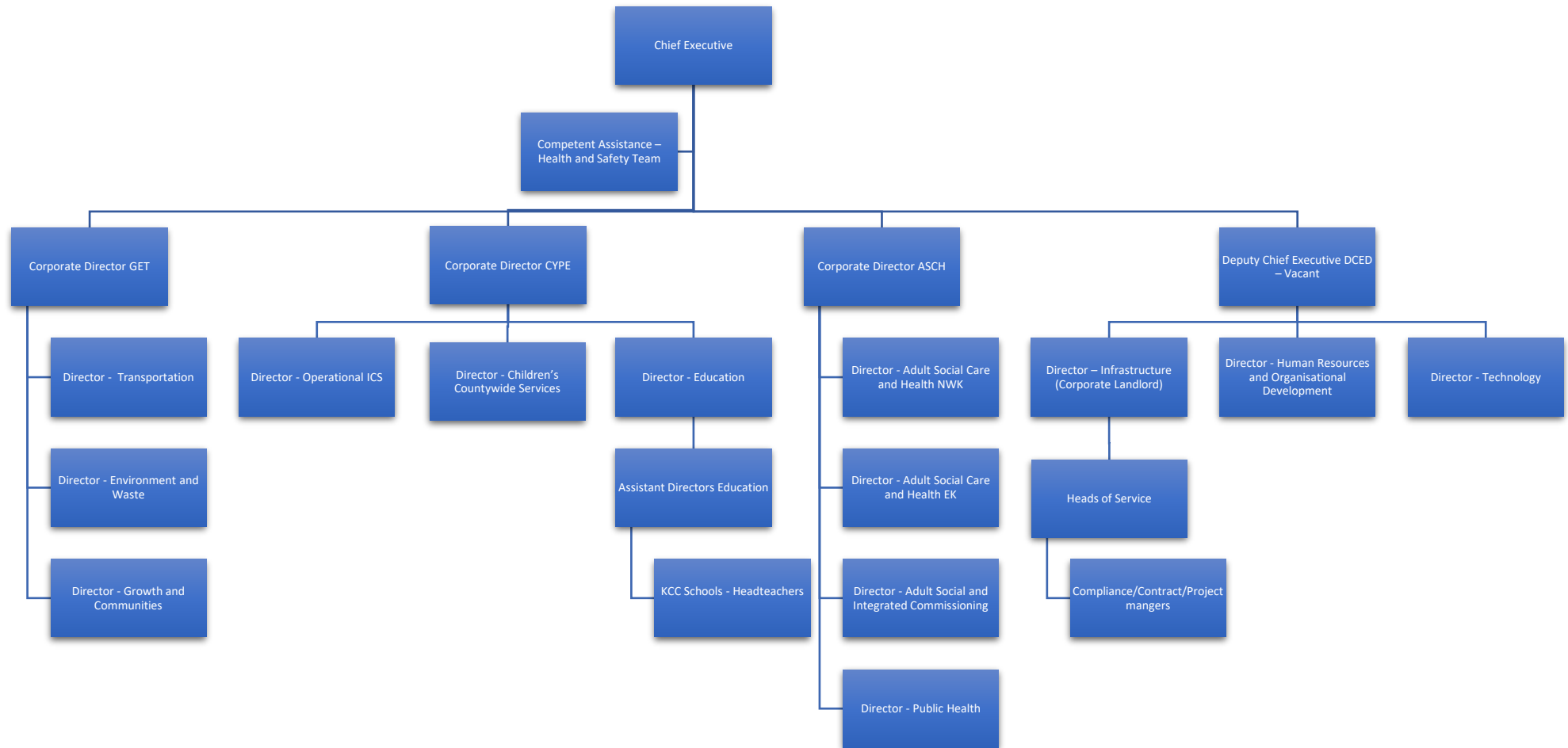
KCC is committed to ensuring the use of best practice when designing, constructing, or altering premises to ensure a safe environment for anyone who is using the premises, and will ensure that all reasonable fire precautions are taken to keep persons safe whilst on the premises.

The statutory duty holder responsibility is held by KCC's Chief Executive who is responsible for ensuring that the requirements of the RRFSO and of this Standard are adequately implemented across KCC. The Responsible Person referred to in the RRFSO (The Employer) is a person with strict liability for fire safety. They may not be the same person as person who is responsible for individual Premises Management, who may also be termed the Responsible Person according to the legislation.

Below is a schematic identifying key fire safety responsibilities for KCC. Responsibilities within each service will extend to others depending on their level of control or position.

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KCC Fire Safety Organisational Structure January 2024



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Flowchart for the KCC Fire Safety Organisational Structure January 2024

1. Chief Executive
 - a. Competent Assistance – Health and Safety Team
2. Corporate Director GET
 - a. Director – Transportation
 - b. Director – Environment and Waste
 - c. Director – Growth and Communities
3. Corporate Director CYPE
 - a. Director – Operational ICS
 - b. Director – Children’s Countywide Service
 - c. Director Education
 - i. Assistannd Directors Education
 - ii. KCC Schools – Headteachers
4. Corporate Director ASCH
 - a. Director – Adult Social Care and Health NWK
 - b. Director – Adult Social Care and Health EK
 - c. Director – Adult Social and Integrated Commissioning
 - d. Director – Public Health
5. Deputy Chief Executive – Vacant
 - a. Director – Infrastructure (Corporate Landlord)
 - i. Heads of Service
 - ii. Compliance/Contract/Project Managers
 - b. Director – Human Resources and Organisational Development
 - c. Director – Technology

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<p>Chief Executive as the 'responsible person' will:</p>	<ul style="list-style-type: none"> - ensure this Standard and/or any departmental Fire Risk Management Systems that complement this Standard are in place, properly implemented and reviewed - ensure collective responsibility for risk management, including fire safety risks is held / discussed as required at Corporate Management Team - ensure a Responsible Person is appointed, on their behalf, to oversee and implement local fire safety arrangements and ensure that they are competent and appropriately trained to undertake their duties.
<p>Infrastructure/Corporate Landlord will:</p>	<ul style="list-style-type: none"> - ensure a Responsible Person is appointed for all premises to oversee and implement local fire safety arrangements and ensure that they are competent and appropriately trained to undertake their duties - ensure arrangements are in place for the completion of FRA's, including, where appropriate, technical surveys in respect of fire protection - ensure that fire, security, and health and safety arrangements at each premises are complementary - ensure the production and availability of a current, accurate, suitable and sufficient FRA is a mandatory requirement for all KCC premises - ensure that FRA is carried out every three years with an annual review or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire - consider the findings from the FRA and, where required, form an action plan for any preventive and protective measures needed to comply with legislation and this Standard - ensure all FRA's will be non-intrusive, however, should the building need a more in-depth assessment, this will be determined on a case-by-case basis

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	<ul style="list-style-type: none"> - ensure all FRA's are completed by a competent person to the standard provided within PAS79. (A person is regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them to properly implement the role) - for those buildings where the delegated responsibility sits outside the day-to-day management role of Infrastructure e.g., Schools then the responsibilities detailed above will rest with the Headteacher.
<p>Managers / Section Heads / Department Managers, Headteachers with responsibility for premises or parts of a premise will:</p>	<p>When managing a premises fire safety arrangement, the designated responsible person must make sure that the FRA is in place, and that it is kept up to date to ensure that all the fire precautions in the premises remain current and adequate. The following responsibilities may be shared between more than one person (See Appendix 5) according to the individual premises arrangements (the arrangements may differ between premises on the Corporate Estate and for Schools).</p> <ul style="list-style-type: none"> - ensure FRA's are carried out for all their workplaces, and for specific activities such as hot working involving welding, cutting, work with bitumen, etc. - ensure, in conjunction with the outcome of the FRA that the optimum number and type of fire extinguishers are installed in appropriate locations - ensure fire alarm and detection systems, emergency lighting and fire extinguishers are appropriately located and properly inspected and maintained - ensure an effective emergency plan is in place to safely evacuate all persons, whether employees, visitors, or service users. (The emergency plan must consider people with mobility, some sensory and some learning impairments, including those with temporary impairments, which will affect their ability to use stairs or otherwise evacuate premises promptly). The emergency plan must be internally deliverable and not reliant on the Fire and Rescue Service to complete the evacuation. Personal Emergency Evacuation Plans (PEEP's) must be put in place for known individuals with disabilities that may affect their ability to escape unaided - arrange for the emergency plan to be issued to their employees, visitors, etc. to inform them what to do in the event of fire, particularly safe evacuation

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	<ul style="list-style-type: none"> - arrange for a competent responsible person to be nominated to oversee and implement fire safety arrangements at on their behalf - ensure staff are appropriately trained in fire safety procedures to reflect the requirements of the FRA - ensure a copy of the current FRA for their premises is readily accessible, its provisions complied with - ensure FRA's are reviewed at least annually or whenever there is any building alteration, change of occupation or use of the premises or following an incident involving fire. A new fire risk assessment must be carried out by a competent person every 3 years - ensure that effective arrangements are in place for contacting the emergency services - ensure that the Fire and Rescue Service are aware of any significant hazards associated with the premises e.g., oxygen cylinders, storage of petrol, etc. - confirm that their premises fire safety inspections address fire safety arrangements; and are carried out in accordance with the frequency provided in Appendix 2 - liaise with the local trade union safety representative, where appointed, on all aspects of the above arrangements.
<p>The Competent Persons if appointed, and is competent to carry out the role must:</p>	<ul style="list-style-type: none"> - assist and support with the preparation and review (at least annually) of FRA. Also, subsequent renewals (3 years) - ensure compliance with the outcomes of the FRA and that the necessary control measures are implemented by annual review of the routine maintenance plan - prepare and review the emergency plan issued to all staff annually - ensure information on fire safety arrangements is available to service users and visitors - ensure all staff and, where appropriate, contractors are instructed in the emergency plan

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	<ul style="list-style-type: none"> - arrange and review fire evacuation exercises at a frequency of not less than annually (ideally 3 times per year but dependent on occupancy, staff turnover etc). Schools should be at least 3 times a year - specify and rehearse the arrangements for assisting visitors, disabled people, or those with temporary physical impairments to safely evacuate the premises. Where appropriate, a PEEP must be developed - ensure Fire Alarms are regularly tested at the recommended frequency e.g., weekly - monitor that fire alarm systems, detection devices, emergency lighting and fire extinguishers are appropriately and regularly maintained - keep the fire logbook or equivalent up to date - ensure that fire action notices (displayed as a minimum at fire alarm call points) and fire signage are appropriate and kept up to date. - ensure all escape routes are kept clear of obstructions and that access to fire extinguishers and fire alarms is not impeded - ensure that the testing of portable electrical equipment (annually) and periodic testing (5 yearly) of the fixed electrical installations has been carried out in accordance with the equipment guide, and - ensure that fire safety inspections (See Appendix 2) of the premises are carried out and that these address the fire safety arrangements.
Employees must:	<p>Employees and others who may be affected by fire have a role to take reasonable care of their own and others' safety, they must use equipment and apply safe ways of working in accordance with the instruction and any training they have received and:</p> <ul style="list-style-type: none"> - ensure they are familiar with the emergency plan for their workplace and participate in fire evacuation/drill procedures and by observing practical fire safety arrangements. - know, and co-operate with, the Responsible Person for their workplace.

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	<ul style="list-style-type: none"> - report to their manager or supervisor any concerns about fire safety. - be familiar with all escape routes. - not wedge fire doors open, nor block or obstruct them. - be aware of the action to be taken on discovering a fire, hearing a fire alarm, for raising the alarm (including the location of fire alarm call points) and calling the fire and rescue service. - promptly evacuate the premises, in accordance with the emergency plan, to a place of safety without putting themselves and others at risk, and not attempt to extinguish a fire unless they have been specifically trained; and - comply with the No Smoking legislation.
<p>Corporate Health and Safety Team is responsible for guidance and advice in respect of fire to all Council owned buildings and will:</p>	<ul style="list-style-type: none"> - conduct audits to ensure that the provisions within the Standard are being maintained. - consider the outcome of the investigation of fires and fire near miss incidents and introduce controls to reduce the risk of such incidents recurring, to reduce financial loss and to improve fire risk precautions. - work closely with Infrastructure Management and Service Heads in enabling the maintenance of the fire risk management system and develop a fire prevention culture - Review and update The Standard in line with changes in legislation etc.

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Monitoring (Check)

Key Performance Indicators should be used to monitor the effectiveness of the Fire Risk Management System, listed below are examples of those that could be used to collect data to assist the monitoring process: -

- Number of fires recorded annually/number of fire related incidents.
- Achieving the set schedules and time frames (evacuation drills and building audits) as detailed within the Standard or other guidance.
- Measuring the reason and number of Fire Service call outs against actual cause.
- Number and nature of enforcement, alterations, or prohibition notices against the Council from statutory authorities.
- Quarterly / six monthly/ annual premises inspection and meetings to ensure actions and progress are being made.
- Annual management review and audit of all/some of the elements of the FRMS will be undertaken on behalf of the Chief Executive.

The **Strategic Objectives** are:

- **Prevention** of Fire,
- **Protection** of Life - in the event of a fire and
- **Intervention** - if a fire occurs

Prevention of Fire Objectives:

1. Maintaining a suitable and sufficient FRA process in line with the benchmark standard contained within PAS79 (Fire Risk Assessment - Guidance and a recommended methodology)
2. Maintain building records, in relation to fire, in line with BS9997
3. Design, manage, and use buildings in line with BS9999
4. Provide relevant fire safety information, instruction and training to persons occupying or working on Council premises.
5. Ensuring all fire safety, electrical and mechanical equipment on the Council's estate is regularly maintained, and records kept in line with relevant legislation and guidance.
6. Using processes to ensure flammable products are substituted for less flammable products where appropriate.

Protection of Life Objectives:

1. Providing and maintaining a fully automatic fire alarm system, where appropriate, to detect fire.
2. Providing and maintaining sufficient means for giving warning to building occupants that a fire is occurring and the requirement to evacuate the premises safely, where appropriate
3. Providing fire escape and fire notice signs which comply with relevant regulations in order to assist occupants to find a safe route from the building or temporary refuge within it.
4. Providing and maintaining emergency lighting, which will operate in the event of a circuit or sub-circuit failure, to facilitate safe evacuation and effective fire response, where appropriate

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5. Providing and maintaining primary compartmentation to limit spread of fire through buildings and secondary compartmentation to protect escape routes and ensuring that this is adequately maintained.
6. Providing first aid fire-fighting equipment where appropriate to enable the occupants of the building to secure their means of escape by first-aid firefighting if required.
7. Implementing and maintaining management procedures to provide a plan for a stay-put approach, or safe evacuation of the occupants of the building, as appropriate, and monitoring these plans to ensure their effectiveness.
8. Conducting audits of emergency routes and exits.

Intervention Objectives:

1. Providing assistance and guidance to occupants of for the evacuation from buildings, where appropriate, including to anyone who may require specific assistance.
2. Assist the development of Personal Emergency Evacuation Plans, where required.
3. Where appropriate, meeting, guiding, and liaising with the responding staff from Kent Fire and Rescue Service.
4. Assist in the management of Fire Drills/Exercises as required.

Review (ACT)

Annual assurance review of the Councils arrangements for fire safety as identified by BS9997:2019 and associated fire systems presented to the Chief Executive based on the outcome of the annual audit to ascertain compliance with not only statutory provisions but with this Standard.

- Active reviews of the outcomes of inspections carried out in accordance with Appendix 2, or prior to certain events.
- Reactive reviews will take place following a fire safety event occurring.
- A review of the FRA will also be undertaken following a fire to identify what can be done to prevent the fire risk occurring again, for example changes identified made include the premises construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and roles etc.

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Fire Safety and Prevention - Specific Requirements

In addition to any specific statutory obligations, the following requirements should be observed.

Permits for Hot Work

Hot Works are defined as any activity which uses naked flame or generates sparks i.e., Welding, Grinding, Soldering, Brazing, Cutting etc.

Hot Work activities pose a significant foreseeable risk to people and premises. The standard to be applied is as per CITB GC07 Hot-work permit standard or as required by the Councils insurers, whichever is the higher standard (See Management of Contractors Guidance).

Every effort MUST be made to avoid Hot Works, particularly on Roof's and in confined spaces. Alternative methods should be explored prior to the use of naked flames.

Work Permits.

- These must be used as appropriate in these types of location and job by the Principal Contractor,
- Premises managers/responsible person(s) must be made aware of all permits issued for their advice only, not action,
- All fields on the simple compliance permitting system are mandatory,
- All permits must be signed off and closed out
- The system is monitored to ensure appropriate use and compliance.

For **new builds under construction**, Principal Contractors own the process and must use their own PTW processes and documentation.

Contractor / Visitor Induction

The content of any contractor or visitor site induction must include what to do in the event of a fire (emergency procedures) and where necessary the following.

- Emergency exit / route signage
- Fire action Notices
- Evacuation routes
- Fire Assembly Point
- What People Should Do If They Discover a Fire

Monitoring criteria

The Council's Fire and Prevention Standard will be reviewed annually or whenever there are significant changes within Health and Safety. All fire related incidents will be reported to the Health and Safety Team to conduct any relevant investigations, if required.

The Health and Safety Team should be consulted with, and via, audit monitor to ensure the storage of dangerous substances are suitably controlled and will work with all concerned to ensure that all relevant COSHH and DSEAR standards are adhered to.

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Fire Safety and Construction - Specific Requirements

The Construction Design and Management Regulations, 2015 place additional responsibilities with regards to fire on the contractors undertaking the work.

Construction sites present a specific risk of fire and therefore for where building work on sites or buildings owned or constructed on behalf of the Council, whether they be new builds or developments to adhere to the relevant code of practise Fire Prevention on Construction Sites to Joint Code of Practice 9th Edition.

In addition, a FRA under the RRFSO may be required or existing FRA amended.

Fire Emergency Plan

As well as identifying the arrangements required when the building is occupied, the Fire Emergency Plan will consider out of hours occupation and identify where there would be differences e.g., personnel; locked doors; different escape routes etc.

The Fire Emergency Plan must (where appropriate) include the following features:

- Action on discovering a fire
- Warning if there is a fire
- Calling the Fire & Rescue Service
- Evacuation of the premises including those particularly at risk
- Power/process isolation
- Places of assembly and roll call
- Liaison with emergency services. Identification of key escape routes.
- The firefighting equipment provided.
- Specific responsibilities in the event of a fire and the training required.
- Provision of information to relevant persons.

The Fire Emergency Plan must be tested each year or when a significant change has been applied to the building or its use, by practising it and if necessary, discuss it with Kent Fire & Rescue Service.

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Competence, Training, and Instruction

All employees and contractors will have the necessary knowledge and skills needed to deal with the fire safety risks associated with their work and workplace.

It is a legal requirement that all employees undergo basic fire safety training at induction and periodically afterwards (See example fire safety training topics Appendix 3).

The Council is committed to ensuring the safety of our staff, contractors, and visitors by protecting them from the risk and effects of fire in any of our premises. In so doing, the following must be provided for staff and others as required:

- Induction training to cover general fire awareness,
- Periodic refresher training, or extra training where the level of fire risk increases because of changes in the operations,
- Training to support people in meeting their fire safety duties – for example, keeping nominated 'responsible persons' up to date, with legislative changes.
- Training to build appropriate skills such as fire risk assessment, hot work permits, fire warden or using fire extinguishers.

It is the line manager’s responsibility to ensure employees undertake the applicable training and that records of all fire safety training are recorded (See example training record Appendix 4).

All new members of staff should have basic fire awareness training commencing on or before the first day of employment consisting of each new member of staff being instructed by their line manager. The content of any staff induction must include what to do in the event of a fire (emergency procedures) and where necessary the following.

- Fire Instructions
- Fire Training
- Fire warning system and how to raise the alarm.
- Emergency exit / route signage
- Fire Action Notices
- Emergency exit routes Include method of informing personnel of an alternative escape route should the main one be blocked or inaccessible. (Consideration should also be given to a route that leads to areas that may be subject to a potential arson attack area, such as near rubbish skips.)
- Methods of opening fire exits.
- Location of Fire Assembly Point
- The importance of fire doors

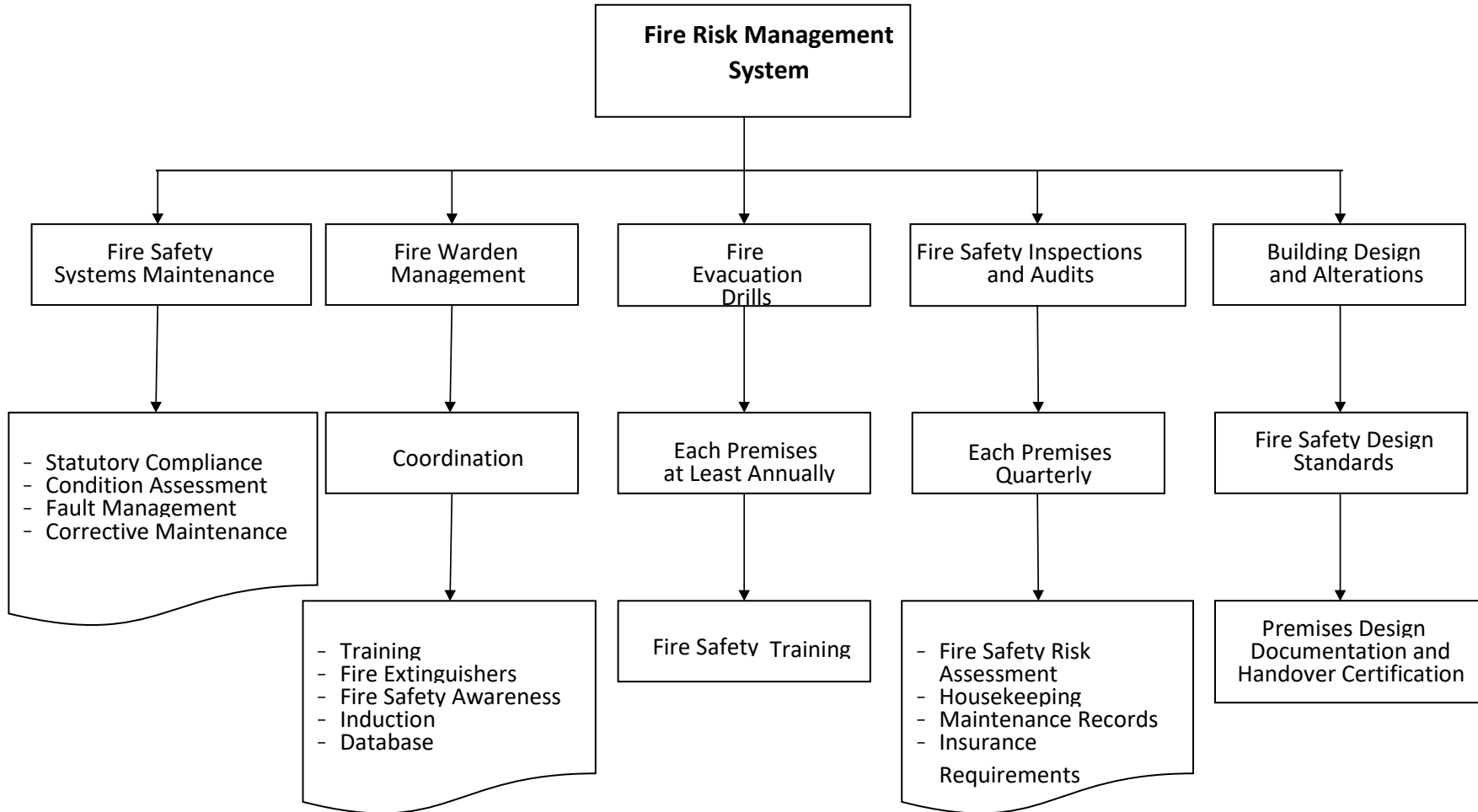
All employees are then required to complete the basic fire safety awareness training with follow up refresher training at pre-determined periods based upon the outcomes of the premises fire risk assessment but must not exceed three years.

Residential care premises and services which include sleeping accommodation or other high-risk activities must undertake fire awareness training on an annual basis.

- The Fire Emergency Plan
- How to call the Fire & Rescue Service
- Key findings from the Fire Risk Assessment

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Appendix 1 Fire Risk Management System



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Flowchart for the Appendix 1 Fire Risk Management System

1. Fire Risk Management System
2. Fire Safety Systems Maintenance
 - a. Statutory Compliance, Condition Assessment, Fault Management, Corrective Maintenance
3. Fire Warden Management
 - a. Coordination
 - b. Training, Fire Extinguishers, Fire Safety Awareness, Induction, Database
4. Fire Evacuation Drills
 - a. Each Premises at Least Annually
 - b. Fire Safety Training
5. Fire Safety inspections and Audits
 - a. Each Premises Quarterly
 - b. Fire Safety Risk Assessment, Housekeeping, Maintenance Records, Insurance Requirements
6. Building Design and Alterations
 - a. Fire Safety Design Standards
 - b. Premises Design Documentation and Handover Certification

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Appendix 2 Example of Fire Safety Maintenance Checklist

	Yes	No	N/A	Comments
Daily checks (not normally recorded)				
Escape routes				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are escape routes clear?				
Fire warning systems				
Is the indicator panel showing "normal"?				
Where used, are whistles, gongs or air horns in their correct place?				
Escape lighting				
Are luminaries and exit signs in good condition?				
Is emergency lighting and sign lighting working correctly?				
Fire fighting equipment				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
Are all fire hydrants accessible for the fire service?				

	Yes	No	N/A	Comments
Weekly checks				
Escape routes				
Do all emergency fastening devices work correctly?				
Are fire doors clear of obstruction?				
Are all external escape routes clear?				
Fire warning systems				
Did the alarm system work correctly when tested?				
Did staff and all others hear the alarm working?				
Did any linked protection systems operate correctly? (e.g. magnetic door holder released, smoke curtains drop)				

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Did all visual alarms and/or vibrating alarms and pagers (as applicable) work?				
Do voice alarms work and was the message understood?				
Escape lighting				
Are charging indicators (if fitted) visible and illuminated?				
Fire fighting equipment				
Is all equipment in good condition?				
Are all fire extinguishers mounted 1 - 1½ metres?				

	Yes	No	N/A	Comments
Monthly checks				
Escape routes				
Do all electronic release mechanisms work correctly?				
Do all automatic opening doors on escape routes 'fail safe' in the open position?				
Are all self-closing devices working correctly?				
Are fire door seals and intumescent strips in good condition?				
Do all roller shutters provided for fire compartmentation work correctly?				
Are all external stairs in good condition and non-slip?				
Do all internal fire doors close against their rebate/stop?				
Escape lighting				
Do all luminaries and exit signs working when tested?				
Have all emergency generators been tested? (Normally run for one hour).				
Fire fighting equipment				
Is the pressure in 'stored pressure' fire extinguishers correct?				

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Three monthly checks				
General				
Are any emergency water tanks/ponds at their normal capacity?				
Are vehicles blocking fire hydrants or access to them?				
Additional items from manufacturers requirements?				
Six monthly checks				
General				
Has any fire-fighting or emergency evacuation lift (if fitted) been tested by a competent person?				
Has any sprinkler system been tested by a competent person?				
Have the release and closing mechanisms of any fire-resisting compartment door and shutters been tested by a competent person?				
Fire warning system				
Has the system been checked by a competent person?				

	Yes	No	N/A	Comments
Annual checks				
Escape routes				
Do all fire doors work correctly?				
Is escape route compartmentation in good repair?				
Fire Warning Systems				
Has the system been checked by a competent person?				
Escape lighting				
Do all luminaries operate on test for their full rated duration?				
Has the system been checked by a competent person?				
Fire fighting equipment				
Has all fire-fighting equipment been checked by a competent person?				

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Miscellaneous				
Has any dry/wet rising fire main been tested by a competent person?				
Has the smoke and heat ventilation system been tested by a competent person?				
Has external access for the fire service been checked for ongoing availability?				
Have any firefighters' switches been tested?				
Are fire assembly points clearly indicated by signs?				

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Appendix 3 Example Fire Safety Training Programme

All employees will receive adequate fire safety training and all fire safety training sessions will be delivered by a competent person. There will be ___ fire drills per year to test the fire safety training. All fire safety training will be recorded to include the date of instruction; the duration, name of the person giving the instruction, names of persons receiving the instruction; and the nature of the instruction and / or, drill.

Fire Safety Training Sessions

New Employees:	Induction Programme
Current Employees:	One / Two training session per year
Fire Wardens:	One / Two training session per year specific to their duties
Managers:	One / Two training session per year specific to their duties and including fire safety risk assessment, responding to fire hazards, fault reporting procedures, liaising with the fire service, record keeping, induction of new staff, fire safety policies and procedures.

Fire Safety Training Topics

The significant findings from the fire risk assessment and fire safety policies.
What to do on discovering a fire.
How to raise the alarm, including the locations of fire alarm call points (break glass points).
The action to take upon hearing the fire alarm.
The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety.
The arrangements for calling the fire and rescue service.
The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment.
Knowledge of escape routes including stairways and especially those not in regular use.
How to open all emergency exit doors.
The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed.
Where appropriate, isolating electrical power and gas supplies and stopping machines and processes.
The reasons for not using lifts (except those specifically constructed as evacuation lifts).

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General fire precautions, fire awareness and good housekeeping practices. (Online safety training)

The no smoking policy (where applicable).

Special provisions for assisting disabled people and any training needed.

Identifying fire hazards and fire incidents reporting procedures; and

Equipment fault reporting procedures.

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Appendix 4 Example Fire Safety Training Record

Date:

Duration:

Given By:

Session For:

Subjects Covered

- The significant findings from the fire risk assessment and fire safety policies
- What to do on discovering a fire
- How to raise the alarm, including the locations of fire break glass points
- The action to take upon hearing the fire alarm.
The evacuation procedure for alerting guests, residents and visitors including, where appropriate, directing them to exits and assembly points at a place of total safety.
- The arrangements for calling the fire and rescue service.
The location and, where appropriate, the correct use of portable fire extinguishers and fire-fighting equipment
- Knowledge of escape routes including stairways and especially those not in regular use
- How to open all emergency exit doors
The appreciation of the importance of fire doors, keeping them closed and not wedged open to prevent the spread of smoke and heat, keeping escape routes unobstructed.
- Where appropriate, isolating electrical power, gas supplies, stopping machines and processes.
- The reasons for not using lifts (except those specifically constructed as evacuation lifts)
- The safe use, risks from storing and working with highly flammable/ explosive substances.
- General fire precautions, fire awareness and good housekeeping practices
- The no smoking policy (where applicable)
- Special provisions for assisting disabled people and any training needed.
- Identifying fire hazards and fire incidents reporting procedures; and
- Equipment fault reporting procedures.

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Appendix 5 Example of Fire Safety Management Checklist (Individual Premises)

<p>The person with the overall responsibility for fire safety: -</p> <p>Planning: Structure of organisation Organisation: Setting objectives, policy, and procedures Control: Identify person responsible to tasks / actions Monitoring: Checks and the implementation of standards Review: Reviews of fire safety performance standards</p>	<p>Responsible Person:</p>
	<p>Position:</p>
↓	
<p>The person with responsibility for fire safety risk assessment:</p> <ul style="list-style-type: none"> - Carrying out fire safety risk assessment - Review of fire safety risk assessments 	<p>Competent Person:</p>
	<p>Position:</p>
<p>The person with responsibility for the maintenance programme:</p> <ul style="list-style-type: none"> - Fire detection and warning system - Emergency lighting - Escape routes - Fire safety signs and notices - Fire resisting walls, partitions, and doors - Fire fighting facilities - Electrical appliances and premises installations 	<p>Competent Person:</p>
	<p>Position:</p>
<p>The person with responsibility for developing and reviewing the premises Fire Safety Management Plan which details the procedures to be taken by all staff, visitors, members of the public, service users and all relevant person in the event of fire.</p>	<p>Competent Person:</p>
	<p>Position:</p>
<p>The person with responsibility for staff training:</p> <ul style="list-style-type: none"> - What to do in the event of fire - What to do upon hearing the fire alarm - Liaison with the fire service - Emergency shut down procedures - Fire fighting arrangements - The reason for good housekeeping practices etc 	<p>Competent Person:</p>
	<p>Position:</p>

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