

Wales Fire and Rescue Service

Circular



Llywodraeth Cymru
Welsh Government

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Status:	For Action
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Title:	Notification of Fires on Crown Premises
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Issued by:
Steffan Herdman Fire Services Branch

Addressed to:	Please forward to:
Chief Fire Officers	Control and firefighting staff as appropriate

Summary
A review of reporting Incidents on Crown Premises has been undertaken, resulting in amended reporting requirements. This circular provides an amended return for reporting such incidents.

For further information contact:	
Steffan Herdman Fire Services Branch Welsh Government Rhydycar Merthyr Tydfil CF48 1UZ	Direct Line: 0300 0258 869 E-mail: fire@gov.wales Website: Fire and rescue

NOTIFICATION OF FIRE RELATED INCIDENTS ON CROWN PREMISES

1. A review of reporting Incidents in Crown Premises has been undertaken, resulting in the Crown Premises Inspector requesting Welsh Fire & Rescue Services report incidents using an amended form which supersedes W-FRSC (2015)27.
- The Crown Premises Inspector requests that all Crown Premises Fires are recorded using the attached return Annex A.
 - The form should now be sent ONLY to the Welsh Government Fire Branch mailbox Fire@gov.wales with the e-mail subject "Crown Premises Fire Incident Notification"
 - Circumstances of Incident and Action Taken by FRS – the brief narrative should include the following details:
 - Cause of Incident
 - Stop message
 - Action taken by FRS personnel
 - Any other information thought to be relevant.
 - Fire Safety Concerns – the form will now be used to inform the Crown Premises Inspector of any obvious concerns relating to fire safety within the premises that have been observed by FRS personnel e.g. fire doors wedged open, fire alarm panels showing fault, fire exits obstructed or blocked etc.

Contact Details for the Crown Premises Inspector

- All information relating to Fire Incidents should be reported through the fire mailbox. However, contact details are shown below for any other queries aimed directly at the Crown Premises Inspector.

Antony.Gardner001@gov.wales

03000251758

**Steffan Herdman
Fire Services Branch
Welsh Government**