AUTOMATIC FIRE ALARMS AND UNWANTED FIRE SIGNALS

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Introduction
The Fire and Rescues Services within the Thames Valley have agreed to adopt, in principle, the guidance issued by the Chief Fire Officers Association (CFOA) contained within the following documents.

CFOA Guidance for the Reduction of False Alarms & Unwanted Fire Signals
Code of Practice: Best Practice for Summoning a Fire Response via Fire Alarm Monitoring Organisations
Both to be found at http://www.cfoa.org.uk/10863

The guidance contained within these documents will form the basis for handling Automatic Fire Alarms (AFA) and Unwanted Fire Signals (UwFS)\(^1\) in general and in particular the relationship with Fire Alarm Monitoring Organisations (FAMO) for both the Fire and Rescues Services within the Thames Valley and the Thames Valley Fire Control Service (TVFCS).

The CFOA guidance does not cover detailed responses, this being left to individual Fire and Rescue Services.

The purpose of this Technical Guidance Note (TGN) is to detail those specific responses, which are outside the scope of the CFOA documents.

However this TGN must be read in combination with the CFOA documents and, where applicable, to the individual Thames Valley Fire and Rescue Service’s own policies on the subject.

\(^1\) An UwFS is a false alarm from an automatic fire detection and fire alarm system that has been passed through to the FRS.
In certain situations there are slight differences in response between the Fire and Rescues Services within the Thames Valley; these differences are covered in detail within the TGN.
The document is divided into three sections

A. Mobilising General Protocol - Thames Valley Fire Control Service

B. Operational Response

C. Protection Response

A. MOBILISING GENERAL PROTOCOL - THAMES VALLEY FIRE CONTROL SERVICE

1. Mobilising to Automatic Fire Alarm Calls\(^2\) from Fire Alarm Monitoring Organisations (FAMO)

i. Fire\(^3\) – Confirmed\(^4\)

   In all cases of a confirmed fire, TVFCS will mobilise at least the full Predetermined Attendance (PDA) emergency response for the premises concerned.

ii. Fire Unconfirmed\(^5\) – High Risk Premises\(^6\)

   In all cases of an unconfirmed fire in high risk premises, a reduced predetermined attendance (PDA) emergency response will be mobilised.

iii. Fire Unconfirmed - Unoccupied Premises\(^7\)

   In all cases of an unconfirmed fire in unoccupied premises, a reduced predetermined attendance (PDA) emergency response will be mobilised. TVFCS will confirm with the FAMO that a “call back”\(^8\) has taken place.

iv. Fire Unconfirmed - Occupied Premises\(^9\)

   In the case of an unconfirmed fire call from occupied premises, there is a slight difference between the response required for premises with Buckinghamshire and Milton Keynes FRS (BMKFRS) and those premises within Royal Berkshire

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\(^2\) AFA is an Automatic fire alarm (‘AFAs’ indicates plural form): An automatic fire detection and fire alarm system – as defined in BS5839-1).

\(^3\) The term “Fire” is to be interpreted in the broadest sense to include, smell of burning, signs of smoke or fumes, actuation of sprinkler head(s) multiple smoke detector heads etc.

\(^4\) A confirmed fire is one where there is evidence to suggested that there is an actual fire, such as smell of burning, signs of smoke or fumes, actuation of sprinkler head(s) multiple smoke detector heads etc. Not just the actuation of the fire alarm.

\(^5\) An unconfirmed fire is one where, whilst the fire alarm sounders are actuating, there is no supporting evidence to suggested that there is an actual fire, such as smell of burning, signs of smoke or fumes, actuation of sprinkler head(s) multiple smoke detector heads etc.

\(^6\) A list of types of premises classed as “high risk” are contained in separate TVFCS mobilising instructions, it should be noted that all domestic premises are defined as “high risk”.

\(^7\) In this case an unconfirmed fire - unoccupied premises, is defined as an automatic fire signal received from a FAMO from premises that are believed to be unoccupied, either from the FAMO records or where is reasonable to believe that the premises are unoccupied, such as a shop out of working hours, with no further confirmation such as information received from a person within the premises or a passer-by.

\(^8\) Call Back” is a procedure whereby upon the receipt of a fire signal, the FAMO will telephone the premises concerned, to confirm that the signal relates to a genuine fire call. If the phone is not answered within 30 seconds, the call back process ends and the signal is relayed to the FRS.

\(^9\) Occupied premises are those where the FAMO has the premises listed as being occupied at the time in question or it is reasonable to believe that the premises are occupied – a shop or office during the working day etc.
FRS / Oxfordshire FRS (RB & O FRS’s). In all cases TVFCS will confirm with the FAMO that a “call back” has taken place.

- **BMKFRS (BMKFRS)**
  In the case of all such calls received from FAMO for premises within the area of BMKFRS a reduced PDA emergency response will be mobilised

- **Royal Berkshire FRS / Oxfordshire FRS (RB & O FRS’s)**
  In the case of all such calls received from FAMO for premises within the area of RB & O FRS’s, if the caller from the FAMO does not know the cause of the alarm and/or is unable to confirm if there is a fire or not, TVFCS will not mobilise automatically, but will take the premises contact details from the FAMO and try to contact the premises directly by telephone to determine the exact cause of the alarm.

If the occupier answers and is unable to confirm the cause of the alarm, they will be advised that “**No response is Being Made by the Fire and Rescue Service unless the presence of a fire is confirmed**”.

**Note**

However, where there is any genuine doubt about the cause of the alarm, the reduced PDA emergency response for the premises concerned will be mobilised.

Following the “**No response is Being Made by the Fire and Rescue Service unless the presence of a fire is confirmed**” statement, if no further call is received from the premises within 20 minutes, TVFCS are to make one attempt to contact the premises to determine the situation;

- Should the occupier confirm that the call was an UwFS, TVFCS will collect the details and close the incident
- In the event that no reply to the call is received, a reduced PDA emergency response is to be mobilised

It must be noted that irrespective of any of the responses detailed above, the Mobilising Officer in Control will always have the discretion to mobilise either the full or in the case of fire – unconfirmed, a reduced PDA to any premises

### 2. Subsequent Calls Providing Additional Information

Where a subsequent call is received from the FAMO or premises stating that the alarm has been generated by a false alarm, again there is a slight difference between the response required for premises with BMKFRS and those premises within RB & O FRS’s.

- **BMKFRS (BMKFRS)**
  In the case of such calls received for premises within the area of BMKFRS, TVFCS will inform the proceeding appliance(s) of the information received, but instruct them to continue, on a non-emergency basis, to confirm the cause of the UwFS and collate details.

- **Royal Berkshire FRS / Oxfordshire FRS (RB & O FRS’s)**
  In the case of such calls received for premises within the area of RB & O FRS’s
  - TVFCS will ascertain details of the person making the call and their role within the premises and ensure that all relevant information is obtained from the caller to support the assertion that the alarm is an UwFS.
  - TVFCS will cancel the Fire Service attendance and instruct the appliance(s) not to proceed to the incident.
• TVFCS will record the details for subsequent follow up by the FRS concerned. However where any doubt as to the authenticity of the caller or the information received; TVFCS will inform appliance(s) of the details of the call, but instruct them to proceed.

3. Mobilising to Automatic Fire Alarm Calls Directly from Occupiers

In the case of a confirmed fire or fire unconfirmed – High Risk Premises mobilisation will be as in 1 above.

However in the case of occupied premises where the fire is unconfirmed (i.e. the alarm is sounding but no signs of fire) again there is a slight difference between the response required for premises with BMKFRS and those premises within RB & O FRS’s.

i. Fire Unconfirmed - Occupied Premises

• BMKFRS (BMKFRS)
In the case of such calls received for premises within the area of BMKFRS a reduced PDA emergency response will be mobilised.

• Royal Berkshire FRS / Oxfordshire FRS (RB & O FRS's)
In the case of such calls received for premises within the area of RB & O FRS’s if the caller does not know the cause of the alarm and/or is unable to confirm if there is a fire or not, they will be advised that “No response is Being Made by the Fire and Rescue Service unless the presence of a fire is confirmed”.

Note
However, where there is any genuine doubt about the cause of the alarm, the reduced PDA emergency response for the premises concerned will be mobilised.

Following the “No response is Being Made by the Fire and Rescue Service unless the presence of a fire is confirmed” statement, if no further call is received from the premises within 20 minutes, TVFCS are to make one attempt to contact the premises to determine the situation;

• Should the occupier confirm that the call was an UwFS; TVFCS will collect the details and close the incident

• In the event that no reply to the call is received, a reduced PDA emergency response is to be mobilised

Please note that as domestic premises are classed as high risk; for all unconfirmed fires in domestic premises, as a minimum, a reduced PDA will be mobilised

ii. Subsequent Calls Providing Additional Information - Fire Unconfirmed - Occupied Premises
This will be as per 2 above.

4. Calls Received from a Passer By

Where a call is received from a passer-by hearing a fire alarm sounding, TVFCS will seek to establish further information, plus if possible a contact person and key holder for the premises / site.

i. Fire - Confirmed
In all cases of a confirmed fire, TVFCS will mobilise at least the full Predetermined Attendance (PDA) emergency response for the premises concerned
ii. Fire Unconfirmed – High Risk Premises

In all cases of Fire Unconfirmed – High Risk Premises a reduced predetermined attendance (PDA) emergency response will be mobilised.

It must be noted that irrespective of any of the responses detailed above, the Mobilising Officer in Control will always have the discretion to mobilise either the full or in the case of fire –unconfirmed, a reduced PDA to any premises.

5. Recording of UwFS

TVFCS will ensure that all UwFS will be data “tagged” and individual FRS will arrange local monitoring systems to collect this data and action within each service.

B. OPERATIONAL RESPONSE

1. Attendance at Unoccupied Non Domestic Premises

Where an attendance is made to unoccupied premises a key holder should have already been requested and mobilised.

Whilst waiting for the keyholder, the Incident Commander will instigate a thorough external inspection of the premises, looking for signs of fire. Such signs will include smoke within or issuing from the premises, unusual variations in the external temperature of the premises, discoloration of glass, smell of smoke, etc. In certain circumstances, the pitching of a ladder to ascertain conditions within the building above the ground floor will have to be considered.

The time taken to complete this inspection will vary dependant on the size and nature of the premises.

On completion of this inspection and in the absence of any indication of fire, a standard message “First External Inspection Complete” will be sent to Control.

The Incident Commander will not normally wait at the premises for a period longer than 20 minutes. During this 20 minute wait; the Incident Commander will remain vigilant, continuing to look for signs of fire.

Before completion of the 20 minute wait, the Incident Commander will instigate a second thorough external inspection of the premises, looking for signs of a fire. At the same time, the keyholder situation will be confirmed via Control, if this has not already occurred.

On completion of the second inspection, if nothing is discovered and the keyholder is not in attendance, a STOP message including the phrase “Second Inspection Completed – Key holder not attended” will be passed to Control.

The Incident Commander will leave a copy of the “False Alarm Notice” (see Appendix A) at the premises in a prominent position. (FB 190C within Berkshire)

Subject to the site-specific dynamic risk assessment by the Incident Commander, indicating that there is a fire or reasonable cause to suspect that there is a fire; a forced entry will be made before the arrival of the keyholder.

2. Resetting Alarm Systems

Fire and Rescue Service personnel should not take on the role of resetting and/or isolating activated fire alarm systems as a matter of course, thereby making occupiers of buildings more aware of problems associated with Unwanted Fire Signals and more active in dealing with them. However, Fire Alarm Sounders may be silenced.
When crews are seeking to identify the cause of the alarm signal, their actions should be limited to silencing the alarm where necessary. Many Fire Alarm Systems will continue to function normally when silenced and subsequent actuation of any other detector or manual call point will cause the alarm to sound normally.

The Incident Commander will, where possible, identify the cause to the person responsible on the scene and ensure that they are informed of their responsibility to contact an engineer to resolve the problem and that the Fire and Rescue Service will not reset the system. They are to be further advised to seek guidance from their engineer prior to resetting the system to ensure appropriate action in respect to their system is taken.

There is no requirement for personnel or appliances to remain in attendance awaiting the arrival of an engineer.

Record details of the event in the premises Fire Safety Logbook giving details of the date, time, location of detector and apparent cause. If no such logbook is provided, the person responsible is to be informed that it is considered to be best practice to provide one and that they are recommended to do so.

C. PROTECTION RESPONSE

1. Investigation and follow up of Unwanted Fire Signals

Post incident investigation and follow up of Unwanted Fire Signals (UwFS) will be subject to the particular system in use within individual partner FRS’s.

Such a post incident investigation may also take the form of an audit under the Regulatory Reform (Fire Safety) Order 2005 (FSO).

The purpose of the investigation / audit is to;

- Determine the cause of the UwFS
- Ensure that the Responsible Person has / will rectify the problem
- Ensure the Responsible Person has a robust on-site call false alarm filtering procedure in place, suitable for the premises in question.

Note; Care Homes are exempt from this requirement.

Initially the rectification of the problem and / or creation of an appropriate on-site filtering procedure should be via informal advice; however where insufficient progress is made, formal action under the FSO is to be considered.

It should be noted that whilst section 8.2 of the CFOA COP “Best Practice for summoning –” states;

*BS5839-1:2013 should not be applied prescriptively, e.g. without consideration of design and use of the building. This can result in conflict with other areas of BS5839; such as Section 3 - Limitation of false alarms, which contains guidance on filtering measures including design, detector selection, time related systems, etc.*

Care should be taken during the investigation / audit to ensure that the automatic fire detection and alarm system is suitable for purpose.

Full details concerning performance levels and resolution process can be found in section 11 of CFOA Guidance for the Reduction of False Alarms & Unwanted Fire Signals (hyperlink above – see Introduction)
2. Reducing Attendance

Where an AFA System crosses the pre-determined trigger that indicates unacceptable performance\(^{10}\) and UwFS\(^{1} \) are being received by the FRS, those responsible for the system should be instructed to take immediate remedial action.

Once performance has become unacceptable the following actions should be implemented:

- Establish in advance the appropriate level at which changes in response are determined.
- Liaise with the FAMO concerned with a view to reviewing / withdrawing of the contract
- Advise the protected premises that they have exceeded the acceptable performance trigger.
- Consider whether to revise the attendance level\(^{i} \), any such change involving non-attendance should only be carried out with the approval of a senior officer
- Advise the protected premises in advance of any changes and remind them to alert their Insurance Company to any changes to FRS attendance levels.
- Continue to review the performance of AFAs.
- Require sight of the revised Fire Risk Assessment /Emergency Plan for the premises.
- Consider the use of regulatory enforcement powers.

The responsible person, together with the maintainer of the AFA, should take the necessary actions to address an unacceptable rate of false alarm activations as outlined in BS5839-1.

D. LEVYING A CHARGE UNDER THE LOCALISM ACT

In certain defined circumstances a Fire and Rescue Authority may recover costs associated with attending UwFS\(^{11} \).

Whether such a levy is made, is dependent upon individual FRS’s policy.

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\(^{10}\) For full details see section 12 CFOA Guidance for the Reduction of False Alarms & Unwanted Fire Signals (hyperlink above – see Introduction)

\(^{11}\) For full details see section 10 CFOA Guidance for the Reduction of False Alarms & Unwanted Fire Signals (hyperlink above – see Introduction).
False Alarm Notice

To the Person Responsible for the Premises

This notice is to confirm that the Fire and Rescue Service attended your premises due to a false alarm of fire given by your automatic fire detection and alarm system.

If you have found this notice upon unlocking the building, please immediately refer to the guidance on the last page.

In this and all other cases your attention is drawn to the general guidance overleaf.

Responding to false alarms such as yours could delay firefighting crews from promptly attending genuine emergencies, thus putting lives at risk. Therefore it is considered essential that such false alarms are reduced to an absolute minimum.

Where premises fall under the control of the Regulatory Reform (Fire Safety) Order 2005 (FSO), which are generally speaking, most non domestic premises but including the common areas of flats, there is a legal requirement for any equipment, such as your automatic fire detection and alarm system, to be suitably maintained in an efficient state. As such where the FSO applies you are required (in domestic premises you are strongly recommended) to initiate an investigation in to the cause of the false alarm and carry out any remedial work necessary. It is recommended that the investigation is carried out by your fire alarm engineer or other competent person.

Where Fire and Rescue Services have adopted the appropriate sections of the Localism Act 2011, a financial charge may be made for attendance at premises that have a persistent problem with false alarms.

Detailed guidance is contained below, should your require further advice or information, please do not hesitate to contact us on one of the telephone numbers or email addresses, quoting “False Alarm Notice”.

For those premises located in;

- **Oxfordshire**
  - Tel: 01865 842 999
  - fire.service@oxfordshire.gov.uk

- **Royal Berkshire**
  - Tel: 0118 938 4481
  - ReadingFireSafety@rbfrs.co.uk

- **Buckinghamshire**
  - Tel: 01296 744 643
  - mbrightman@bucksfire.gov.uk
General Advice

1. Once a system has activated it is very important that the system is not reset until the cause of the alarm is verified.

2. Under some circumstances (e.g. at night) it may be appropriate to silence the alarm system prior to the arrival of the fire service; however this should only be done if the evacuation protocol has been carried out.

3. Fire Service personnel will not reset the alarm system; the key holder (competent person) will be asked to do so by the Incident Commander. The responsible person must ensure the key holder/competent person has received appropriate training and is familiar with the system.

4. If the key holder (competent person) is unable to reset the system effectively and the system remains at fault, then the Incident Commander will advise the key holder to call an alarm engineer to attend as soon as possible and in the interim introduce additional control measures (routine patrols etc.).

5. The key holder (competent person) will be reminded to make an entry of the unwanted fire signal in their logbook.

You are strongly advised to provide the Police with details of a Competent person(s)/Key holder(s) who has access to your building on a 24/7 basis. This will aid effective communication in case of any emergency.

Premises Connected to a Fire Alarm Monitoring Organisation

Where your premises’ automatic fire detection and alarm system is connected to a Fire Alarm Monitoring Organisation (FAMO) (also known as Alarm Receiving Centre) in most cases there should be filtering arrangements in place to reduce the incidence of unwanted fire signals reaching the Fire and Rescue Service.

If the false alarm that the Fire and Rescue Service attended occurred during the time your premises were occupied, you are requested to make contact with both your Fire and Rescue Service (contact details above) and your FAMO with a view to adopting an on-site filtering system.

Reducing False Alarms

Here are some questions and answers that will assist you in reducing the number of false alarms you may be experiencing.

Was your fire alarm system installed by a competent\textsuperscript{12} installer to British Standard BS 5839 or similar standard?

If it was, there should be an installation and commissioning certificate to that effect in your records

If it was not installed by a competent installer to a recognised standard, it does not necessarily mean that your alarm system is unsatisfactory. However false alarms are frequently caused by incorrect installations, therefore you are advised to arrange for a full system check carried out by a competent person or company.

\textsuperscript{12}By competent is meant someone who has the correct knowledge and skill to carry out the work such as a firm specialising in this area that is ideally third party accredited.
Is your fire alarm system routinely serviced by a competent person or company to British Standard BS 5839 or similar standard?

If not you should make immediate arrangements for such servicing, again because many false alarms are due to lack of servicing. The servicing certificate issued following such servicing provides evidence to Fire and Rescue Service inspectors that the system is being maintained as required by the Regulatory Reform (Fire Safety) Order 2005 (FSO).

Do you investigate the reason for each false alarm and record it?

If so you are gathering valuable information which can be used to identify any trends and problem areas in your fire alarm system.

If you do not, it is unlikely you know why you experience false alarms. The only way to effectively reduce false alarms is to know where the problem lies.

Each alarm actuation should be investigated to find the cause. If it turns out to be a false alarm, record the reason for it, it does not need to be a complex process and a hand written sheet in your fire logbook is sufficient.

Have you checked your false alarm log for trends and discussed them with your fire risk assessor and alarm engineer?

If not as part of the routine service of your fire alarm system you should always consult your fire alarm engineer about your false alarms. It is also essential that you periodically look at your false alarm log and consult with your fire alarm engineer if you suspect the cause of the false alarm is due to your fire alarm system, as they can help you rectify any problems.

We also recommend you consult with your fire risk assessor to ensure any changes to your system meet the requirements of the FSO. You may find that in many circumstances the system is not at fault; it is the actions of people that cause the alarm. Regular fire safety training and a review of your work process will help to reduce false alarms.
WHERE ACCESS TO YOUR THE PREMISES WAS NOT POSSIBLE

The Fire and Rescue Service have attended your premises to a report of an automatic fire alarm actuation.

Following an external check of the premises, we were unable to identify any sign of fire in the premises.

As you were unable to attend within twenty minutes of the call to provide access to the premises for our Fire Crew to assist you in identifying the cause of the alarm, we have released our resources from the scene to be available for further incidents or other work activities.

ACTION YOU SHOULD TAKE

Check the Automatic Fire Alarm Panel to identify the location of the alarm actuation and silence the alarm sounders. DO NOT RESET the system.

• Investigate the area to ascertain the reason for actuation:
  • Proceed with caution when investigating, check doors for heat or smoke issuing before opening.
  • If you suspect that there may be a fire behind a door DO NOT OPEN IT.

IN THE EVENT OF FIRE:

DIAL 999 AND ASK FOR THE FIRE AND RESCUE SERVICE

• If the reason for the alarm signal is found to be a malfunction of the system, you should contact your alarm engineer.
• Ask the fire alarm engineer if it is OK to reset the system before they attend, as they are often unable to trace faults easily if the system is reset.
• If the actuation is due to a known cause, that cause should be removed before resetting the system in order to avoid further calls to the Fire and Rescue Service

You are advised to read the guidance contained in the remaining pages of this notice.

Should you require further information or advice please do not hesitate to contact us on one of the telephone numbers or email addresses detailed on page 1, quoting “False Alarm Notice”.

Instructions to Incident Commander

This full notice is to handed to the person responsible for the premises
In their absence it is to be left in a prominent position within the premises
Where access to the premises was not possible, leave in as prominent position as possible, bearing in mind the local weather conditions
## Initial Equality Impact Assessment

<table>
<thead>
<tr>
<th>Directorate:</th>
<th>Department/Section:</th>
<th>Manager Name:</th>
<th>Author Telephone No.</th>
<th>Author e-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Delivery</td>
<td>Protection</td>
<td>David Phillips</td>
<td></td>
<td><a href="mailto:phillipsd@rbfrs.co.uk">phillipsd@rbfrs.co.uk</a></td>
</tr>
</tbody>
</table>

**Name of Policy/Service to be assessed**: Automatic Fire Alarms & Unwanted Fire Signals  
**Date of Assessment**: 16/4/15  
**Is this a new or existing policy?**: Existing

1. **Briefly describe the aims, objectives and purpose of the policy/service.**  
Reduce unnecessary attendance to premises.

2. **Who is intended to benefit from this policy/service, and in what way?**  
Operational crews, providing more Community Fire Safety time available and reduced road risk for crews and other road users.

3. **What outcomes are wanted from this policy/service?**  
Reduction in the number of unwanted fire signals

4. **Who are the main stakeholders in relation to the policy/service?**  
Fire Control, operational crews and premises occupiers / managers

5. **Who implements the policy/service, and who is responsible?**  
Service Delivery Area Manager P&P

6. **Are there concerns that the policy/service has/could have a differential impact on the following groups and what existing evidence (either presumed or otherwise) do you have for this?**  
<table>
<thead>
<tr>
<th>Race</th>
<th>Gender</th>
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Please explain
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<tr>
<td><strong>Disability</strong></td>
<td>Y</td>
</tr>
<tr>
<td>Has this policy been written in line with the 2005/07 – General Guidance for Producing Written Communication, found in the Support Services Manual (If no please indicate justification).</td>
<td></td>
</tr>
<tr>
<td><strong>Religion or Belief</strong></td>
<td>N</td>
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<tr>
<td><strong>Sexual Orientation</strong></td>
<td>N</td>
</tr>
<tr>
<td><strong>Age</strong></td>
<td>N</td>
</tr>
<tr>
<td><strong>Literacy, health, poverty, rurality, marital status, responsibility for dependants etc.</strong></td>
<td>N</td>
</tr>
<tr>
<td><strong>Contractual Status (e.g. Part Time or Retained etc.)</strong></td>
<td>N</td>
</tr>
<tr>
<td><strong>7. Could the differential impact identified in 6 amount to there being the potential for adverse impact in this policy/service?</strong></td>
<td>N Please explain</td>
</tr>
<tr>
<td><strong>8. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group?</strong></td>
<td>Please explain for each equality heading (questions 6) on a separate piece of paper.</td>
</tr>
<tr>
<td>Have you consulted those who are likely to be affected by the policy/service?</td>
<td>N/A</td>
</tr>
</tbody>
</table>
I am satisfied that this policy has been successfully impact assessed.

I understand the Impact assessment of this policy is a statutory obligation and that, as owners of this policy, we take responsibility for the completion and quality of this process.

Completing officer name  
David Sharp  
Date 16th April 2015

Line Manager name  
David Phillips  
Date 16th April 2015

Please note – this impact assessment will be scrutinised by the SHRA (Equality and Diversity) and the Corporate Management Team via CEEG (Community Engagement and Equality Group).