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Policy Note: **80-01-001****Protection Policy**

To:	Document Type:	✓	Document Summary:
All employees	Policy	✓	This document outlines how Buckinghamshire & Milton Keynes Fire Authority (hereafter known as the Authority) will go about its regulatory duties in supporting and enforcing business compliance with the Regulatory Reform (Fire Safety) Order 2005 (hereafter known as the Order).
	Assessment		
	Procedure		
	Guidance Note		
	Technical Note		
	Information		
	Safety Critical		


Keyword: Protection, Fire Safety, Regulators Code, Regulatory Reform (Fire Safety) Order 2005

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1 Policy statement

1.1 Policy Aim

The principal aim of the Authority is to make Buckinghamshire & Milton Keynes the safest places in England to live, work and travel. Securing compliance with regulatory fire safety requirements is an important part of achieving this aim.

1.2 Statutory Requirements

The Authority is required to enforce the provisions of the Order and any regulations made under it in relation to premises for which it is the enforcing Authority. In performing this duty, the Authority must have regard to such guidance as the Secretary of State may give it.

1.3 Guidance


It is the Authority's policy to support regulated entities to understand and meet regulatory requirements more easily and respond proportionately to regulatory breaches. In order to achieve this, the Authority will use guidance provided by the Secretary of State, and other statutory and non-statutory codes, such as the Regulators' Code and Enforcement Management Model.

2 Principles

2.1 The Authority will carry out its activities in a way that supports those we regulate to comply and grow by:

- i. Developing procedures and practices which will support compliant businesses to grow.
- ii. Avoiding imposition of unnecessary regulatory burden on businesses we regulate and adapt our approach to be proportionate with business size, capacity etc.

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- iii. Having Officers with the necessary knowledge and skills in relevant areas in order to support the businesses we regulate.

2.2 The Authority will provide simple and straightforward ways to engage with those it regulates and hear their views by:

- i. Having mechanisms in place to encourage communication with those it regulates, especially whilst responding to non-compliance so as to ensure that advice, actions taken and decisions made are clearly explained.
- ii. Providing an impartial and clearly explained route of appeal against regulatory decisions, ensuring that the appeal is considered by a separate Officer to that which made the initial enforcement.
- iii. Providing explanation in writing to any relevant parties on their rights to representation or appeal in plain language.
- iv. Providing a publicly available complaints procedure for those it regulates.
- v. Seeking regular feedback from those it regulates.


2.3 The Authority will base its regulatory activities on risk by:

- i. Adopting an evidence-based approach to determining and prioritising risks in its area and allocating resources accordingly.
- ii. Regularly reviewing our chosen risk assessment framework to ensure our regulatory approach remains current in response to risk.
- iii. Taking account of compliance record, risks posed by non-compliance and other relevant factors when planning regulatory activity and, where necessary, enforcement action.

2.4 The Authority will share information about compliance and risk by:

- i. Maintaining regular contact with other regulators in order to follow the 'collect once, use many times' principle.
- ii. Utilising secure mechanisms to share information about businesses and other bodies it regulates, to help target resources and minimise duplication.

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2.5 The Authority will ensure clear information and guidance is available to help those it regulates meet their responsibilities to comply by:

- i. Ensuring that all information and guidance is in plain language, accessible and in the appropriate media for those it targets and seeking feedback on its effectiveness.
- ii. Clearly distinguishing between legal requirement and suggested good practice. Where good practice is suggested it should be achievable and not pose a burden in itself to the recipient.
- iii. Promoting an environment in which those it regulates have confidence in the guidance offered and feel able to seek advice without fear of enforcement action. When responding to such requests, its advice will be checked as reliable and aimed at supporting compliance.
- iv. Entering into collaborative schemes in order to offer consistent advice and work towards consistency.

2.6 The Authority will ensure that its approach to regulatory activities is transparent by:

- i. Publishing clear, up-to-date standards on its website, setting out what those it regulates can expect in terms of:
 - a. Contact details and communications.
 - b. Information and guidance.
 - c. Practice in relation to checks on compliance, risk assessment and conduct.
 - d. Enforcement policy.
 - e. Fees and charges, where applicable.
 - f. Ways to comment or complain about service or appeal against decisions.
- ii. Ensuring mechanisms are in place to ensure a consistent standard is set by all officers in following agreed policies and procedures.
- iii. Publishing regular updates on its performance against agreed standards, including feedback, complaints & compliments, as well as outcomes of enforcement actions.

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