

Visiting non LFB premises procedure

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Old instruction number: **MAN:S010:a5**

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Owner: **Assistant Director, Health, Safety and Wellbeing**

Responsible work team: **Health, Safety and Wellbeing**

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1 Scope

1.1 This policy outlines what London Fire Brigade (LFB) staff must do when attending non-LFB premises in order to protect their health, safety and welfare and to comply with the requirements of other organisations.

2 References

- 2.1 The Health and Safety at Work etc Act 1974.
- 2.2 The Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice and Guidance.
- 2.3 The Workplace (Health, Safety and Welfare) Regulations 1992, and Approved Code of Practice and Guidance.
- 2.4 The Provision and Use of Work Equipment Regulations 1998.
- 2.5 Fire and Rescue Services Act 2004, Section 45 (1).
- 2.6 The Occupiers Liability Act 1957.
- 2.7 The Occupiers Liability Act 1984.
- 2.8 Policy number 524 - Lone workers policy.
- 2.9 Policy number 368 - Health, safety and environmental event investigation policy.

3 Definitions

- 3.1 **Hazard:** Is a potential source of harm.
- 3.2 **Risk:** Is the likelihood that the harm from a particular hazard is realised.
- 3.3 **Risk assessment:** Is the evaluation of the chance that a hazard will cause harm.
- 3.4 **Premises:** Where LFB staff attend for the purposes of fire safety inspection (including giving advice and enforcement), securing information for operational purposes, giving community fire safety advice or to attend meetings, seminars or working groups.
- 3.5 **Non-LFB premises:** Any building or part of a building that is not controlled by LFB.

4 Procedure

Legislation

4.1 This policy takes account of all the legislation and guidance documents included in section 2 above.

Responsibilities

4.2 Head of service

The head of service or a person nominated by the head of service is responsible for ensuring that the requirements of this policy are brought to the attention of all staff that may be required to visit non-LFB premises.

4.3 **Managers**

All managers must ensure that their staff have received sufficient instruction and information to allow them to comply with this policy.

4.4 **Employees**

- All employees are required to follow the requirements of this policy.
- All employees attending a non-LFB premises must carry with them proof of identity and employment by LFB, they will report to the designated reception point for the premises and follow the local booking in procedure. This includes completing visitors' records, wearing identification, using any personal protective equipment required during the visit and booking out of the premises, as required, at the conclusion of the visit.
- All employees attending non-LFB premises are to note and comply with any instructions relating to emergency procedures (including actions to be taken in an emergency), evacuation assembly points and roll call, and first aid provision.
- All employees attending non-LFB premises are required to comply with any safety instructions given to them, including complying with safety signs and signals. Employees must not:
 - (i) use any vehicle or equipment;
 - (ii) access any scaffolding, confined space or fragile part of the structure;
 - (iii) use any substance or electrical equipment unless trained to do so, or under the supervision of a competent person.
- Any LFB employee who sustains an injury during a visit to non-LFB premises must report the matter to their host and complete any forms or paperwork required for recording the occurrence, obtaining copies if possible. The name and contact details of the person responsible for recording and reporting the injury should be obtained before leaving the premises.
- On return from the non-LFB premises the employee must inform their line manager that they sustained an injury during their visit and complete an accident report form. Their line manager is to contact the duty senior accident investigator via Control Mobilising Logistics (CML) on extension 88111 and complete an entry in the Safety Event Recording Database, obtaining additional details from the responsible person at the non-LFB premises as necessary.

4.5 **Records**

- Records must be kept of all visits to non-LFB premises by LFB employees, as detailed in departmental recording processes.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	17/09/08	SDIA	L - 25/08/11	HSWIA	22/06/16	RA	N/A
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Amendments have been made and policy title changed to reflect the changes in organisational structure and governance due to the abolition of the London Fire and Emergency Planning Authority.	22/02/2019
Throughout	Policy review as current. No changes made to content.	04/01/2021
Page 3	Reference to Resource Management Centre updated to the Control Organisational Resourcing and Events (CORE) Team.	29/07/2025
Throughout Page 3	Reviewed as current with minor changes made to content. Reference to Control Organisational Resourcing and Events (CORE) Team changed to Control Mobilising Logistics (CML) on extension 88111.	20/01/2026

Subject list

You can find this policy under the following subjects.

Health and safety at work	Visiting non LFB premises

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification