

Fire & Rescue Services' Annual Statistical Returns Fire Safety (FSW) 2023 - 24

The Welsh Government's Statistical Directorate runs this data collection.

[Guidance Notes are included to assist in the completion of the form](#)

Dewiswch eich iaith penodol / Choose your preferred language

Saesneg/English ▼

PROVIDER DETAILS

Please select your FRS from the list provided

Please select your FRS from the list provided ▼

Please enter the name of the main contact in relation to this return

Please enter the telephone number for this contact

Please enter the e-mail address for this contact

Please return this spreadsheet via Objective Connect no later than 07/06/2024

<https://secure.objectiveconnect.co.uk/>

[Email: Data.Collection@gov.wales](mailto:Data.Collection@gov.wales)

[Monitoring survey response burden](#)

[Guidance for FSW](#)

[FSW1 - Fire Safety Audits & Outcomes](#)



Llywodraeth Cymru
Welsh Government

Monitoring survey response burden

Fire Safety (FSW) 2023 - 24

Please select your FRS from the list provided

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The Welsh Government is monitoring the burden placed on local authorities completing the data collection forms. This helps us when planning future changes to data collection forms. We would be grateful if you could assist us by completing the table below.

Please enter the time it has taken you (and any colleagues) to prepare and send the return. A number of staff employed in different roles may have been involved. You are asked to count the hours spent by staff in each full time equivalent annual salary band indicated below. You will need to round staff salaries to the nearest £1,000. Please record your time to the nearest hour.

Please only include time spent on activities to prepare and send this return, such as:

- Retrieval and saving the empty form;
- Collection, collation, analysis and aggregation of records and figures required;
- Filling in, checking, amending, reviewing and, when completed, approving the form; and
- Sending the form back to the Welsh Government's Statistical Directorate through Objective Connect.

Grade of staff	Hours taken	V1
Band 1 (£11,500 - £19,999)		C
Band 2 (£20,000 - £26,999)		C
Band 3 (£27,000 - £33,999)		C
Band 4 (£34,000 - £53,999)		C
Band 5 (£54,000+)		C

Comments

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The Fire & Rescue Services' Annual Statistical Returns

General guidance for completing the form

Navigation

You will be able to move from sheet to sheet by clicking the appropriate hyperlink.

For example to go to FSW1 click the hyperlink

[FSW1](#)

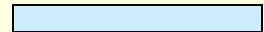
For example to return to the home page click the "Back to Home Page" hyperlink

[Back to Home Page](#)

Required Data Items

On receiving the spreadsheet the cells requiring data items will have the following properties.

All cells requiring data will be coloured pale blue.



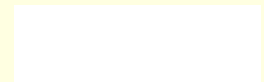
Some cells derive values from other data items. These cells are coloured in dark grey. You will not be able to enter data into these cells.



Auto-fill macro

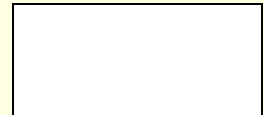
If you have added data to a table and all remaining unfilled data items should read zero -

Click the auto-fill button to populate the remaining data cells with a zero.



If you are unable to provide any data item, please leave the cell BLANK. Do not enter text (NA or Not collected etc.) into any cell other than the comments cells. We will assume that a zero in any cell signifies a zero count for this data item.

A white space has been provided adjacent to each row on each table for comments related to the data and in absence of data. A white space is also provided at the bottom of each sheet for general comments related to the forms.



Validation

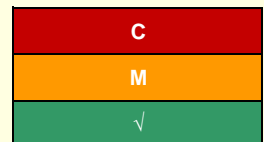
Validation 1

Validation 1 involves checking for common sense errors. These errors must be resolved before the spreadsheet is submitted through Objective Connect.

Data items which break a validation rule or where data has not been supplied will be coloured red.

Missing data items with a comment to explain the absence of data will be coloured orange.

Complete data entries that have met the validation rules will be coloured green.



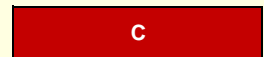
Validation 2

Validation 2 involves comparing information submitted for the previous year.

Validation will flag data items that have changed by more than a pre-defined amount between years. These data items are flagged in column V2 of the spreadsheet.

Data items which have changed between 10% and 20% require a confirmation of the change. This is indicated by a C in column V2.

Please enter a comment in the space provided.



Data items which have changed by more than 20% require an explanation for the change. This is indicated by an E in column V2.

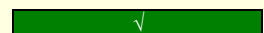
Explanations must include reasons for the change and not simply indicate that a change has occurred or confirm the change.



If data for the current year or previous year is missing an "M" will indicate that validation is not possible.



Data items within the specified range will be indicated by a green tick.



Guidance for FSW

FSW1 – Fire safety audits & outcomes

Aims:

- Identify the number and outcome of fire safety audits;
- Identify resource implications;
- Identify relationship between enforcement program and Risk Reduction Planning objectives, and overall compliance levels;
- Identify enforcement activity; and
- Identify where to target fire safety publicity, education and training programmes.

This return identifies the number of fire safety audits completed against each premises type. It should relate to the identified risk pattern for these types of premises in the FRA area and reflect the fire safety enforcement programme.

For each enforcing authority to establish a risk profile for premises in its area, it is necessary to have knowledge, as far as possible, of all relevant premises. This return will provide an indication that the enforcement programme is based on the risk presented by all premises, and not just those known about. The number of premises known to the enforcing authority is to be recorded in the column headed, "Number of premises known".

A fire safety audit should be considered as a comprehensive assessment of the level of compliance with the requirements of the Order. These are normally scheduled audits as part of the FRA's risk based compliance monitoring programme (previously known as reinspections or full inspections, etc).

Note: CFOA has developed a Fire Safety Audit tool which can be used by FRA's as a basis for Service policies and procedures:

www.cfoa.org.uk

Informal notification is to include any non-legally binding action, resulting from an unsatisfactory audit e.g. informal notification, notification of deficiencies letter or agreed action plan.

Formal caution – may be issued at the discretion of the Fire and Rescue Authority where sufficient grounds to institute legal proceedings exist. The Caution is offered in lieu of such legal proceedings, and where accepted, a record is kept which can be used to influence future proceedings should any further infringements occur. The Caution may also be cited on future conviction. Failure to accept the Caution will generally incur commencement of legal proceedings in respect of the matters defined.

The number of hours recorded must include all those taken to complete the original fire safety audit. Total time includes all the time spent by all FRS personnel (including administrative).

	Number of premises known	Total Number of Audits Carried Out	Total hours spent on audit	Outcome from Audit: no further action	Total Number of Informal Notifications	Total Number of Enforcement Notices Served under Article 30	Total Number of Prohibition Notices Served under Article 31	Number of Formal Cautions issued	Total Number of Prosecutions for offences under Article 32	V1	Comments
	Number	Number	Number	Number	Number	Number	Number	Number	Number		
1 A - Hospitals										C	
2 B - Care homes										C	
3 C - Houses of Multiple Occupation (HMO) tenements										C	
4 D - Purpose built flats >= 4 storeys										C	
12 E - Hostels										C	
13 F - Hotels										C	
5 G - Houses converted to flats										C	
6 H - Other sleeping accommodation										C	
7 J - Further education										C	
8 K - Public buildings										C	
9 L - Licensed premises										C	
10 M - Schools										C	
11 N - Shops										C	
14 P - Other premises open to public										C	
15 R - Factories or warehouses										C	
16 S - Offices										C	
17 T - Other workplaces										C	
18 Total	0	0	0	0	0	0	0	0	0	√	

2022-23											
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18 Total											

	M	M	M	M	M	M	M	M	M	M	V2	Comments
1 A - Hospitals	M	M	M	M	M	M	M	M	M	M		
2 B - Care homes	M	M	M	M	M	M	M	M	M	M		
3 C - Houses of Multiple Occupation (HMO) tenements	M	M	M	M	M	M	M	M	M	M		
4 D - Purpose built flats >= 4 storeys	M	M	M	M	M	M	M	M	M	M		
12 E - Hostels	M	M	M	M	M	M	M	M	M	M		
13 F - Hotels	M	M	M	M	M	M	M	M	M	M		
5 G - Houses converted to flats	M	M	M	M	M	M	M	M	M	M		
6 H - Other sleeping accommodation	M	M	M	M	M	M	M	M	M	M		
7 J - Further education	M	M	M	M	M	M	M	M	M	M		
8 K - Public buildings	M	M	M	M	M	M	M	M	M	M		
9 L - Licensed premises	M	M	M	M	M	M	M	M	M	M		
10 M - Schools	M	M	M	M	M	M	M	M	M	M		
11 N - Shops	M	M	M	M	M	M	M	M	M	M		
14 P - Other premises open to public	M	M	M	M	M	M	M	M	M	M		
15 R - Factories or warehouses	M	M	M	M	M	M	M	M	M	M		
16 S - Offices	M	M	M	M	M	M	M	M	M	M		
17 T - Other workplaces	M	M	M	M	M	M	M	M	M	M		
18 Total	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!		

Comments