



National
Operational
Guidance

Control measure

**Make an effective handover to the
responsible person**



NFCC
Fire Central
Programme Office

Developed and maintained by the NFCC



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TRAINING SPECIFICATION

Knowledge and understanding

Control measure element

Learning outcome

Make an effective handover to the responsible person

Understand:

- The need to hand over responsibility for the health and safety of the site at the closing stages of the incident
- The meaning of the term 'safe state'
- The essential aspects of incident closure management
- The factors that should be included in a handover to the responsible person or body
- The information which should be recorded as part of a formal handover
- The responsibility for securing and handing over the personal property of people involved in the incident

Practical application

Control measure element

Learning outcome

Report any safety critical issues to every person affected by the incident before leaving the scene

Demonstrate the ability to:

- Ensure everyone affected by the incident is aware of safety or security issues

Consider leaving in place cordons or signage to warn of residual hazards

Demonstrate the ability to:

- Leave cordons or signage in place to warn people about residual hazards



Control measure element

Learning outcome

Consider seeking specialist advice for any impacts, or potential impacts, of the incident

Demonstrate the ability to:

- Seek specialist advice for any actual or potential impacts, such as to health and safety, structures or the environment

Take measures to secure premises where no responsible person can be identified

Demonstrate the ability to:

- Secure premises where no responsible person can be identified

Ensure that hazards, potential hazards and control measures are identified when handing over responsibility for health and safety to the responsible person

Demonstrate the ability to:

- Provide the responsible person with information about hazards, potential hazards and control measures to enable them to maintain health and safety arrangements

Provide updates to the fire control room about closure of the incident and the status of resources

Demonstrate the ability to:

- Ensure the fire control room is kept updated about closure of the incident and the status of resources