



Mrs S Kennedy  
Chairman of Upper Clatford Parish  
Council  
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Red Rice Road  
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Hants  
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Email: bob.ratcliffe@hantsfire.gov.uk

Date: 29 June 2011

Enquiries to: Lee Joss

My Reference: BR/lj/CS/VP/L/PC

Telephone: 023 80 644 000 ext 4003

Your Reference:

Dear Mrs Kennedy

### Volunteering for Hampshire Fire and Rescue Service

Hampshire Fire and Rescue Service strive to facilitate access to our services, keep local people safe and improve their quality of life. In particular, we want to reduce the risks people face because of their personal circumstances or lifestyle. To do this, we need to better understand the different risks people face and have closer contact with people in the community.

Hampshire Fire and Rescue Service undertake numerous activities in the home and workplace to help reduce fires and improve safety. To broaden access to these activities and to work closer with local people and businesses, we are seeking to recruit volunteers to enhance our existing community safety work and form stronger links with communities.

We are seeking to pilot our volunteers scheme in the Test Valley and would greatly appreciate your support to recruit volunteers, such as advertising for volunteers in your Parish Council Newsletter or signposting our pilot to those within your community who may have an interest.

Briefly, the two specific volunteer roles we are seeking individuals to undertake are :

**Safety Adviser** who will meet with vulnerable people within their community, give fire prevention advice, discuss fire risks, discuss an emergency evacuation plan with the occupants and advise the occupant where to put smoke detectors.

**Business Adviser** who can raise awareness of fire safety law amongst businesses most at risk, discuss the need for a fire risk assessment and the main fire safety needs for the business, ensure that businesses have working safety equipment and that their staff know what to do in an emergency, introduce businesses to the term business continuity management, discuss the importance of this and advise where to get more information.

In addition, we are developing the role of a volunteer **Community Adviser** which would entail recognising risk in the local area, capturing information to help pre-plan for large scale incidents e.g. flooding, advising residents how to protect themselves and minimise the effects of these risks, developing a community self-help team who can come together should a significant or prolonged event occur (e.g. bad weather) and assist with restoring life to normality.

Training and support will be provided to all volunteers by Hampshire Fire and Rescue Service. Should you wish to discuss this matter further please contact the volunteer scheme coordinator Lee Joss by email : [volunteers@hantsfire.gov.uk](mailto:volunteers@hantsfire.gov.uk) or Tel : 023 80 644 000 ext 4003.

With volunteers delivering safety advice and working closely with the local fire response crews and with statutory and voluntary organisations, we believe that the safety of older and other vulnerable people in your communities will be greatly improved.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Bob Ratcliffe', with a long horizontal flourish extending to the right.

**Bob Ratcliffe**  
**Assistant Chief Officer**  
**Project Executive - Volunteers Project**