

Fire safety			
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1. Introduction

Avon & Wiltshire Mental Health Partnership NHS Trust is committed to the health and safety of all persons in premises owned, occupied or the responsibility of the Avon & Wiltshire Mental Health Care NHS Trust. As well as Fire Safety Regulations, the NHS has standards for fire prevention and protection. These are contained within the Department of Health Firecode suite of documents.

The Trust requires all staff members to adhere to Fire Safety Procedures, and to be vigilant with regard to fire risks.

The Fire Policy document has been reviewed in accordance with the Department of Health Firecode – Fire Safety in the NHS Health Technical Memorandum” 05-02 (and other Firecode documents) and The Regulatory Reform (Fire Safety) Order 2005 (RRO).

2. Purpose or aim

This document was created in order to define the responsibilities of the Trust, its Board, Directors and employees to ensure compliance with both the Regulatory Reform (Fire Safety) Order 2005 (RRO) and Department of Health Guidance HTM 05-02 (Firecode).

HTM 05-02 sets out Department of Health policy on Fire Safety in the NHS in England. It includes “best practice” guidance on management arrangements’ for fire safety.

- Fire is a potential hazard in all premises. The consequence of a fire in a hospital and other health care premises can be especially serious because of the difficulties and dangers associated with the emergency evacuation of patients and their vulnerability.
- The aim of this policy therefore must be to ensure that, if possible, outbreaks of fire do not occur but that if and when fires do occur, they are rapidly detected, effectively contained and quickly extinguished. This means that fire safety will depend on physical factors, (e.g. the building design and construction, equipment and furnishing), on the installations and proper maintenance of detection and alarm systems, and on local management policies for handling emergencies together with staff training in these matters.
- Whilst a number of statutory requirements apply to fire safety in hospitals and health care premises, the Secretary of State produced a series of guides known as Firecode, which set standards for fire precautions in hospitals and other NHS premises.
- The Secretary of State for Health retained powers of direction under the NHS and Community Care Act 1990 which require the NHS Trusts to comply with the provisions of Firecode.
- Although many of the Firecode documents provide technical guidance, relevant legislation and basic fire safety principles, the key management guidance is contained in ‘Firecode – 05 – 01 Managing Healthcare Fire Safety. This policy contains a statement of the precautions against fire which the Secretary of State requires NHS Trusts to take in respect of the premises for which they are responsible. Any divergence from the guiding principles of the ‘Firecode 05-01 (Managing Healthcare Fire Safety) is detailed herein.
- Section 4 of Firecode 05-01 ‘management of occupied buildings’ sets out the requirements for the organisation and management of fire precautions in NHS Premises.
- The Secretary of State has directed that fire safety in premises owned and/or occupied by Trusts must be maintained to the high standards set out in Firecode. The Chief Executive of the NHS Management Executive has determined that compliance by NHS Trusts with the Policies and Principles of Firecode is a matter resting at the highest level. (Sir Duncan Nichol – July 1992 – EL (93) 95 – 29th October 1993).

3. Scope

The Trust is committed to implementing this policy within all Trust settings and teams within the Trust. The commitment to managing Fire Safety is part of the mainstream work of the Trust and links into many initiatives and the way in which the organisation conducts itself and communicates at all levels.

4. Statutory Requirements

4.1 Regulatory Reform (Fire Safety) Order 2005

The Regulatory Reform (Fire Safety) Order 2005 came into effect on the 1st October 2006 and replaces previous fire safety legislation. The Order states that a fire risk assessment must be undertaken and reviewed regularly to ensure that all the fire precautions in the premises remain current and adequate. Risk assessments must be reviewed following any significant material alteration to the premises including any change of use either in the design of the fabric of the building and also in the event that there is a significant change in the client group /client risk profile or activity carried out within the building

The Order covers 'general fire precautions' and other fire safety duties which are needed to protect 'relevant persons' in case of fire in the 'premises' The Order requires fire precautions in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

4.2 The Health and Safety at Work Act 1974

Although fire precautions are, in general, a matter for Fire Authorities the Health and Safety Executive are responsible for control over risks associated with particular processes and substances including the risks involving outbreaks of fire.

Whilst patients are specifically excluded from the Act there is a general duty under the Act whereby: 'It shall be the duty of every Employer to conduct his undertaking in such a way as to ensure... that persons not in his employment who may be affected thereby are not exposed to risks to their safety.

5. Policy Statement

- The Avon & Wiltshire Mental Health Partnership NHS Trust is committed to the health and safety of all persons in premises owned, occupied or the responsibility of the Avon & Wiltshire Mental Health Care NHS Trust. Due to the high risk of fire, and the serious consequences of fires on persons and premises, this Fire Safety Policy has been produced. It is the policy of Avon and Wiltshire Mental Health Partnership NHS Trust to comply with Fire Safety Regulations, and with the procedures in Firecode in order to safeguard the Trust and its service users, visitors and employees from the effects of fire.
- The Trust as an entity is designated as the "Responsible Person" under The Regulatory Reform (Fire Safety) Order 2005. This term does not apply to any one individual. Therefore all persons in the Trust have a responsibility for fire safety in line with this policy.
- The Trust will operate its premises in accordance with Firecode and relevant Fire Regulations. Where for any reason there are non compliances, all levels of management will take appropriate timely action to ensure the health and safety of service users, staff and the public at all times. Examples of serious non compliances that may necessitate cessation or curtailment of use of a facility include failure of a fire alarm detection system, absence or failure of a fire door may limit use of a building, lack of extinguishers, failure of means of sounding an alarm (either call points or sounders), lack of adequately skilled personnel and failure of fire detection systems. In all cases a risk assessment will dictate what action will need to be taken and this will depend on the use, layout and fire safety issue with the facility. The Head of Health, Safety and Operational Risk has delegated authority

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under Section 6.2.3 (g) of the Health and Safety Policy (to require action to rectify or prohibit the use of a building that is deemed unsafe).

- The Trust follows Firecode as the governing standard for its inpatient premises as they are considered as hospital settings.
- The Trust requires all persons on Trust premises to adhere to the Fire Safety Procedures, and to be vigilant with regard to fire risks, including the risk of arson attacks.
- It is the policy of the Trust that each premises will have a comprehensive Fire Log Book which must be maintained up to date (also see Appendix 14 for further guidance and templates)
- It is the policy of the Trust that a fire risk assessment will be undertaken on each premises occupied or owned by the Trust on a basis or frequency, which reflects changing situations (usually annually unless described in the risk assessment as different)
- This policy document will be reviewed as necessary by the Health and Safety as part of the support services service level agreement and in conjunction with the Director with responsibility for Fire Safety. This predates a status report to the Chief Executive which will give an annual appraisal of the Trusts compliance with Firecode:
 - overall details of fire training,
 - improvements in active and passive fire protection and
 - Incidence of fire or false alarms.

Such a report will be prepared in readiness for the Chief Executive to submit an Annual Statement of Fire Safety.

- The Health & Safety Group will monitor quarterly compliance with this policy.
- Minutes of this meeting will be sent to Extended Executive Team for their information and any further action as necessary.
- Implementation of this Policy will be monitored by the Health, Safety, Security and Fire Group and Extended Executive Team as required to ensure the full implementation of this policy and to review this policy at its review date.
- Department of Health Firecode HTM 05-02 recognises that the range of premises providing healthcare is extensive, and therefore guidance within Firecode may not specifically address every issue for all buildings. It expects designers, building control and fire and rescue authorities (and the Trust and its Advisors) to use their professional judgement when considering what fire safety measures are to be applied to NHS buildings, taking into account of:
 - the type of healthcare being provided;
 - the average age and dependency of patients;
 - planned staffing levels;
 - the size of the premises.

The Trust will adopt protocols at each site that reflect the localised and particular risk profiles identified by the Trust taking account the above.

- The Trust has identified the fire risk profile of its facilities and broadly they are categorised as below (with highest risk first):
 - Inpatient services (further sub divided into secure and non secure sites)
 - Shared areas mixing in patient and community/admin services
 - Clinical buildings i.e. day services, SDAS
 - Community office bases
 - Community services provided in individuals homes

- Office /Administration (i.e. staff only areas)

6. Definitions

Definitions of terms used within the context of this document.

6.1 Place of Total Safety

A place away from the building or premises in which people are in no risk from the effects of fire

6.2 Refuge

A place of reasonable safety in which a person with disabilities or others who may need assistance may rest or wait for assistance before reaching a place of total safety. It should lead directly to a place of safety. BS5588: Part 8 defines refuges as: 'Relatively safe waiting areas for short periods. They are not areas where disabled people should be left alone indefinitely until rescued by the fire brigade, or until the fire is extinguished. (This should not be confused with the use of refuges in progressive horizontal evacuation)'

A refuge is an area that is separated from the fire by a fire-resisting construction and has access via a safe route to a final fire exit. It provides a temporary space for people to wait for others who will then help them evacuate.

6.3 Progressive horizontal evacuation

Evacuation from one part of a building into another which is temporarily safe by virtue of being separated from the seat of site by at least two fire doors of 30 minutes fire resistance or one 60 minute fire door, and is therefore in another fire compartment. The principle is that of moving people from an area affected by fire through a fire resisting barrier to an adjoining area on the same level.

6.4 Fire Compartment

Parts of the building which are separated by fire resisting materials that resist the effects of flame and smoke. Compartmentalisation in structures is the fundamental basis and aim of passive fire protection. The idea is to subdivide a structure into "fire compartments" or zones, which may contain single or multiple rooms for the purpose of limiting the spread of fire, smoke and flue gases, in order to enable the three goals of fire protection: life preservation, property protection and business continuity.

7. Roles and Responsibilities

7.1 Executive Management

The Chief Executive has overall responsibility for the health, safety and welfare of all staff, service users, visitors and others within AWP and is responsible for monitoring and reviewing health and safety in the Trust. This includes fire safety. The Trust Board will be informed of fire safety matters on a regular basis and ensure adequate resources are made available to provide and maintain the necessary standards of fire safety in the Trust.

Members of the Executive Management Team have full responsibility for the health, safety and welfare of all staff, visitors and others within the wards, offices etc. under their specific management and will support the Chief Executive in fulfilling their responsibility.

All Directors have a corporate responsibility to promote a responsible approach in health, safety and fire in the Trust.

7.2 Responsibilities of the Chief Executive

The Chief Executive is ultimately responsible for adherence to health and safety legislation within the Trust, and is accountable for the establishment and achievement of health, safety and fire policies within the Trust. The Trust Board is also responsible for establishing objectives, policy, priorities and the allocation of funds.

The Chief Executive will be supported in fulfilling this responsibility by other members of the Trust Executive Team.

7.3 Director with responsibility for Fire Safety

The Chief Executive will nominate a Board Level Director with responsibilities for fire safety. The Chief Executive will be responsible for notification of any change of nominated Director.

The Director with Responsibility for Fire Safety is the Director of Nursing and Quality and is responsible for ensuring that all officers within the Trust, having a responsibility for fire safety matters, meet that responsibility.

The Director with responsibility for Fire Safety will be responsible for overseeing and monitoring the response by managers (including the Lead Manager for Fire Safety and Fire Safety Managers) to reports received from Fire Safety Advisors or from the Fire Service.

7.4 Lead Manager for Fire Safety

The Head of Health, Safety and Operational Risk has been identified as the Lead Manager for Fire Safety who will have overall responsibility for co-ordination, monitoring and implementation of the Trust Fire Policy and will provide regular, reports to the Director with responsibility for Fire Safety and to the Health, Safety, Security and Fire Group.

The Lead Manager for Fire Safety will monitor that all proposals for new work and alterations to premises within the Trust are managed and comply with the Trust's fire policy.

The Lead Manager for Fire Safety will maintain an electronic register of Fire Risk Assessments for all Trust occupied properties and ensure that copies are sent to all premises for retention on site, so as to be readily available within the log book for inspection by the Authorities.

The Lead Manager for Fire Safety will liaise with the Trust's Fire Safety Advisors concerning all aspects of fire safety, fire risk assessment, staff training, identified action points, prioritisation of works and ensuring work identified as capital is costed and prioritised for inclusion in the programme, working with the Estates Department.

7.5 Estates Department

The Estates Department is responsible for ensuring that all proposals for new work and alterations to premises within the Trust are managed and that all contractors are fully informed of and comply with the Trust's fire policy.

The Estates Department will manage all Fire Estates Work, liaising as appropriate with maintenance service providers, Lead Manager for Fire and the Trusts Fire Safety Advisors.

The Estates Department is responsible for maintaining estate, including fire precautions, in a satisfactory condition and have appropriate systems in place to manage maintenance and backlog maintenance works.

The Estates Department will monitor maintenance provider compliance with best practice, statutory and Firecode requirements (see also Section 7.13) in terms of testing, servicing and record keeping of fire systems, plant and fire precautions (such as fire doors, fire alarms and extinguishers).

7.6 General Responsibilities of All Managers

Heads of Department and Line Managers are responsible for the operational management of Health and Safety matters including fire safety within their areas of responsibility as part of their overall responsibility for health and safety.

Each Head of Department and Senior Manager is responsible for all day to day fire safety matters within their areas of responsibility and must ensure fire safety standards are maintained and all faults, defects or omissions are reported and/or actioned. In day to day terms they will need to liaise closely with the Site Fire Safety Manager/s and Appointed persons to ensure there is synergy within site fire safety management. In some smaller sites these roles may be combined whilst in large multi-team inpatient facilities many individuals will be involved.

All managers must ensure that all staff under their supervision participates in fire safety training and fire drills, and that a record of fire safety training is kept. Heads of Departments, Senior Managers and Managers must also ensure that new staff attends induction before commencing work.

7.7 Clinical Directors

Clinical Directors are responsible for the overall management of their respective localities including matters of health & safety and fire safety and should ensure this policy is implemented in these areas.

7.8 Managing Directors

Locality Managing Directors are responsible for the operational management of fire safety within their areas of responsibility as part of their overall duties for health and safety. They are responsible for implementing this policy in their operational area.

They are responsible for ensuring each building is suitably covered by an appropriate Fire Safety Manager and that suitable management systems, in line with this policy, are implemented. This includes ensuring there is adequate cover with fire marshals, appointed persons, that action is taken in respect of fire risk assessment findings and that regular fire drills are undertaken.

7.9 Site Fire Safety Managers

Site Fire Safety Managers primary roles and responsibilities are to:

- Ensure that weekly tests of the fire alarm is undertaken and logged in the relevant premises log book (or available from maintenance providers via electronic transfer of record) in consultation with support services Estates Maintenance managers.
- Be responsible for the co-ordination and direction of staff action during a fire incident by ensuring a suitable fire procedure is in place.
- Liaise with the Lead Manager for Fire Manager and Nominated Deputies in relation to all fire matters for the building and ensure such matters are acted upon as appropriate. i.e. risk assessments, drills, housekeeping, inspections, action plans etc.
- Liaise with other Managers on shared sites and agree site wide co-ordination and responsibilities for fire safety. This in particular covers aspects of shared public areas, fire service access, grounds etc.
- Organise fire drills/exercises for their premises and ensure they are conducted at least twice per year for inpatient areas and annually in other areas (or as indicated by the Fire Risk Assessment).

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- Ensure records of drills are kept on site in the Log Book so that they are available for inspection should this be required by officers from enforcing authorities. (Further Guidance on conducting fire drills is contained in Appendix 6 and Appendix 16 of the Fire policy).
- Ensure the outcome of specified drills is reviewed and, if ineffective, he/she will consult the Fire Safety Advisor or Lead Manager for Fire so that any necessary improvements may be made.
- Appoint one or more suitably trained Appointed Persons and sufficient Fire Marshals to ensure that the duties and obligations of the post are always discharged. This may be achieved by means of a duty roster ideally, noted on "staff Notice /movement boards, for each site showing who is on duty.
- Ensure that fire log book records are kept up to date.
- Appoint nominated deputies to his/her role to ensure that a responsible person is always available to carry out the duties specified in this section.
- Ensure staff is appropriately trained to the level required for their role.

7.10 Ward/Team Manager

Ward/Team Managers are responsible for:

- the day to day management of fire safety, including maintaining records, training and supervising the upkeep of precautions. (See also Section 14 of the Fire log book for record keeping). These checks may be built into Security/General Environmental checking procedures as an alternative.
- acting upon reports from the Fire Safety Advisors, and liaising with the Lead Manager for Fire Safety and the Site Fire Safety Manager with regard to the contents of the reports received.
- co-operating and sharing responsibilities for fire arrangements as required in the Management of Health & Safety at Work Regulations 1999 and The Regulatory Reform (Fire Safety) Order 2005 where the premises are located on sites with other landlords.
- working with the Lead Manager for Fire Safety and the Fire Safety Advisors to write a Fire Safety Plan. These management arrangements must be clearly defined in the Fire Log Book.
- ensuring that fire instructions are brought to the attention of, and observed by every member of their staff, and that staff also participate in the fire precautions training.
- Ensure that visitors are aware of the local Fire safety procedures for their area of control / building
- ensuring that there is always one or more Appointed Person/s and Fire Marshal/s to ensure that the duties and obligations of the post are always discharged.
- Managers shall ensure that all newly appointed staff (including temporary, agency and bank members of staff) are inducted in the local fire procedures and fire instructions relevant to their premises as required. This induction is to include:-
 - The actions in the event of fire
 - To walk all escape routes
 - The location of the fire alarm call points and the presence of automatic fire detectors
 - How to operate call points (some units have key operation)
 - The position of all firefighting points in the working area
 - The type and use of firefighting equipment
 - Which security doors unlock when the alarm is activated and whether there is a time delay on them

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- Familiarisation with the evacuation plan including progressive horizontal evacuation.
- This is to be completed on their first day of employment (refer to the Trust Induction Policy checklist).

7.11 Appointed Person for the Area/Site

In the cases of shared sites, the person in charge in the event of a fire could be from the host Trust (who have provided a Ward/Team Manager or equivalent role). However, the Trust must still provide Fire Marshals who will be responsible for day-to-day needs and communication with the host Trust on fire issues. In these cases teams will operate to the buildings fire plan.

The Appointed Persons principle duties are:

- To be responsible for calling for emergency services (999) when there is a fire, even if the alarm is connected to a dedicated line or call centre etc.
- To act as focal point on fire safety issues for local staff:
- To organise and assist in the fire safety regime within local areas:
- To raise issues regarding local area fire safety with line management:
- To assist with coordination of the response to an incident within the immediate vicinity:
- To be responsible for co-ordinating sweeps of buildings to ensure they are all clear during an incident;
- To support line managers on fire safety issues.

They must also co-ordinate and direct staff actions at a serious fire in accordance with the fire procedure.

Appointed persons (jointly with Team/Ward Managers) must ensure that all fire alarm activations are reported to the Lead Fire Safety Manager using the electronic incident reporting system

7.12 Fire Marshals

Staff should be nominated and trained to act as local fire marshal. They should check the day to day effectiveness of fire precautions, ensure that all staff participates in training and fire drills and co-ordinate and direct the actions of staff in a fire emergency.

Their principle duties are to:

- Organise and assist with evacuations within local areas including undertaking sweeps of buildings to ensure they are all clear during an incident;
- Raise local issues regarding their local area fire safety (e.g. housekeeping, fire doors being held open etc.) with line management (see also Section 14 of the Fire log book for record keeping). These checks may be built into Security/General Environmental checking procedures as an alternative.
- Assist with coordination of the response to an incident within the immediate vicinity:
- Support and liaise with the Appointed Person in the event of a fire.

They will report fire safety issues to the appropriate line manager who in turn will report to their management.

For consistency and clarity the term 'Fire Warden' is no longer used within the Trust.

7.13 Estates and Maintenance Providers

Estates and Maintenance providers (henceforth referred to as the Contractor) and the Trust has the following responsibilities for fire safety:

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- ensure that the fire detection systems are tested in accordance with BS 5839, Part 1 (2002) - Testing & Maintenance
- ensure that firefighting appliances are maintained to BS 5306, Part 3 by a competent engineer on an annual basis
- ensure that fire alarm systems are tested and maintained to the following regime:
 - bells, sounders tested on a weekly basis,
 - All initiating devices (call points, detectors etc.) tested on an annual basis
- ensure that all Fire Exit signs are checked at regular intervals to ensure compliance with the Safety Signs regulations 1980 and accordance with BS 5499, Part 1 “Specification for Fire Safety Signs” (which includes standard colour-coding)
- ensure the storage of flammable liquids and the recommendations of FPN2 “storage of Flammable Liquids” and HSG 51 “Storage of Flammable liquids in Containers” have been followed
- ensure the storage of flammable compressed gases and oxygen are safe and follow regulatory standards and Approved Codes of Practice.
- ensure that all personnel that work on and manage fire alarm systems, have appropriate and relevant training, and the details of their training have been documented
- Co-operate with the Trust and its agents in monitoring the above responsibilities through “health checks” which evaluate that the above are carried out to the appropriate standards including the British Standards listed and recommendations made in the HTM 05 (Fire code) series of documents

7.14 All Employees

All employees are required to:

- Undertake fire training annually (Refer to Appendix 6).
- All Bank, agency or temporary staff or permanent staff seconded to a new work area must ensure that they receive an adequate local induction which must clearly identify the escape routes: location of the fire alarm call points and their method of operation; the evacuation plan for the area and the role they are expected to play; the method of notifying the local switch board or other critical persons and any other local specific procedures. Staff working on the site should all have undergone either a Corporate Induction, which included general fire safety training or have attended the Trust’s Annual Fire Safety Awareness Course.
- Adhere to Trust Smoke Free Environment Policy.
- Bring to the attention of their manager any perceived fault in fire precautions.
- Take part in evacuation drills when required to do so.
- Ensure necessary fire exit routes are kept clear and not obstructed.
- Ensure their activities, or those of others, do not impede fire evacuation routes.
- Follow closely any specific fire procedures drawn up for their safety, particularly with regard to evacuation procedures on hearing the fire warning system alarm.
- Ensure fire doors are kept closed or if they are on magnetic catches or other automatic hold open devices that they are not obstructed.
- In the event of discovering, or suspecting a fire follow the local fire plan.
- Only attempt to extinguish a fire using the appropriate firefighting equipment if it is safe to do so. Do not take any risks
- Assist other wards, teams or departments with evacuations as and when called upon to assist.

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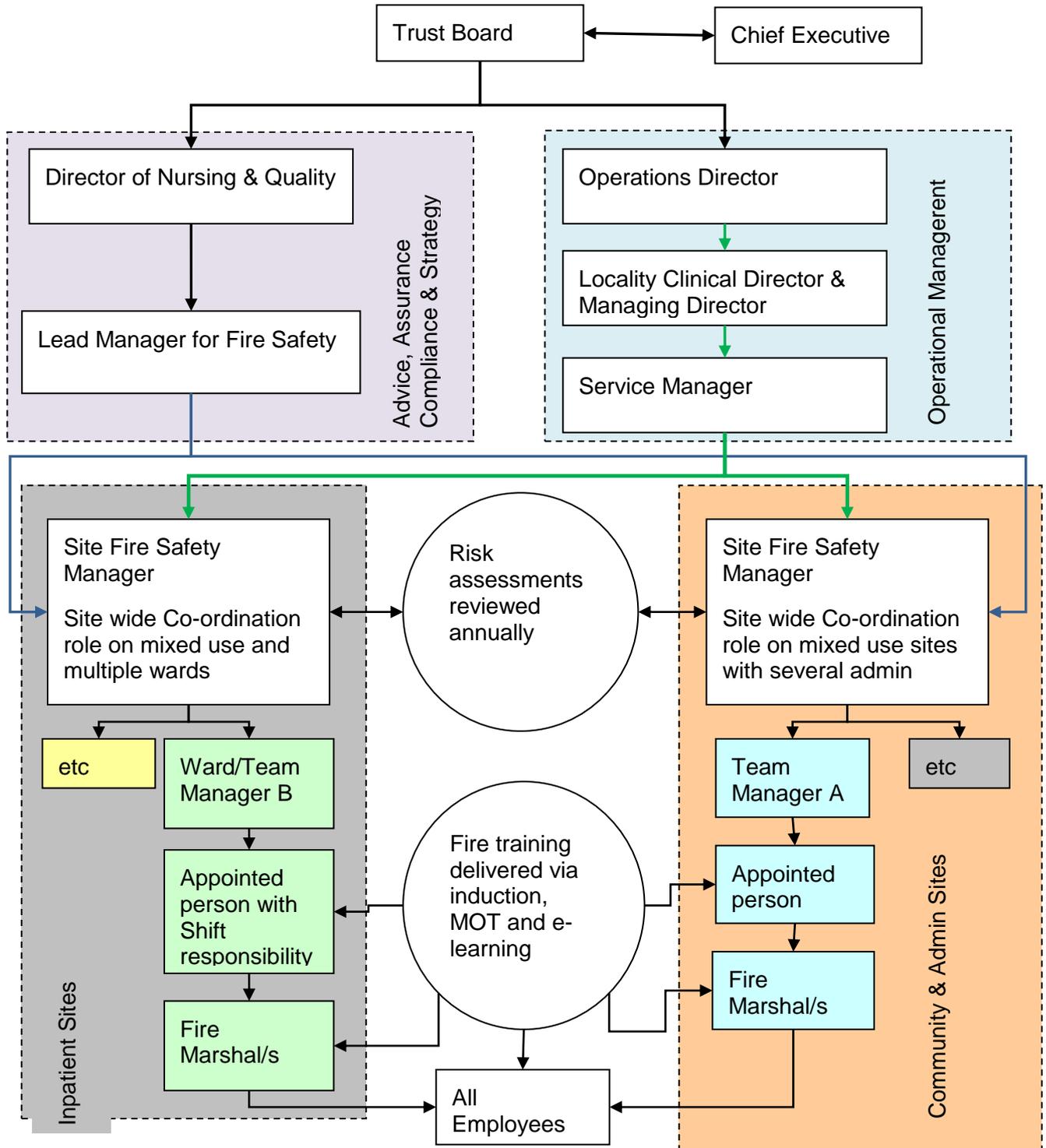
- Report all fires to their managers, no matter how minor using the electronic incident report forms.

7.15 Fire Advisors

The role of the Trusts Fire Advisor/s is to:

- When notified of a Fire, providing advice on formal responses to the Fire and Rescue Service during their enquiries.
- Provide specialist telephone support to enquiries from the Lead Manager of Fire Safety, and deputies, within the Trust
- Provide a review within year of any Fire Risk Assessments that have changed as a result of changes in the design of a property due to refurbishment
- Provide Fire Risk Assessments for new properties entering the Trust Portfolio
- Review existing Fire Risk Assessments in the light of significant changes in the clinical risks of the service accommodated in the building e.g. change in service client group.
- Review fire risk assessments taking account building risks, e.g. compartmentation, fire detection etc.
- Provide an annual overview of the Trusts Fire Safety management procedures including
- Provide an annual review of the existing Fire Risk Assessments
- Review of Actual Fire events and lessons learnt
- Review of Unwanted Fire Alarm activations
- Review the content of the Fire Safety training provided by the Trust
- Periodic review of Critical Incident reviews as required
- Provide specialist ad hoc advice on Fire Safety management i.e. implementation of new policies and new technologies etc.

7.16 Fire Safety Management Structure



Note – The Estates Department are responsible for ensuring Maintenance Provider service fire safety equipment and maintain fabric of the building

8. Training

The Trust's overarching policy for training is the Learning and Development Policy and this should be read in conjunction with this policy. Attached, as appendices to that policy, are the

Trust's learning and development matrices. These matrices describe the minimum statutory, mandatory and required training for all staff groups in respect of health and safety.

The Learning and Development Policy also describes the Trust's arrangements for training, in particular how there are processes in place to ensure staff receive the training they require and how non-attendance is followed up. These arrangements are further supported by management supervision and appraisal processes.

The Trust will review quarterly attendance and renewal of attendance through the performance management framework and report to the executive.

Also refer to Appendix 6 of this policy for training standards.

9. Risk Assessment Process

The Lead Manager for Fire Safety is responsible for coordinating fire risk assessments of all Trust premises and parts thereof. All Managers are required to cooperate with and input into the preparation of Fire Risk Assessments in areas for which they are responsible. The results of these assessments will be reported to the Lead Manager for Fire Safety and communicated to the Site Fire Safety Manager (and where appropriate, to the departmental Manager) and used to plan a prioritised programme of remedial works/actions.

All staff shall assist in the delivery of remedial actions identified by Fire Risk Assessment as far as is reasonable practicable and in particular where these relate to housekeeping, training, or use of space/accommodation.

Fire Risk Assessments will be reviewed annually or when a significant change takes place to a premises or part thereof and the results of these reviews reported as above.

All Managers shall be responsible for advising the Lead Manager for Fire Safety when significant changes take place to the type of use of their accommodation or the nature of the user group changes, where these do not involve other members of the Estates and Facilities Department.

Fire risk assessments are required by the Fire Safety Order 2005, which came into effect on 1 October 2006 and applies to England and Wales. The Fire Safety Order replaces previous fire safety legislation.

- Any fire certificate issued under the Fire Precautions Act 1971 will cease to have any effect.
- Fire risk assessments under the Fire Precautions (Workplace) Regulations 1997 (as amended 1999) using Health Technical Memorandum 86 will need to be reviewed taking account of the wider scope of the Fire Safety Order.

The Trust follows the "five-step" fire risk assessment process used in the "FSO Green Guide":

1. Identify fire hazards.
2. Identify people at risk.
3. Evaluate, remove, reduce, and protect from risk.
4. Record, plan, inform, instruct and train.
5. Review.

It highlights which parts of the fire risk assessment process the Trust may have to undertake for the first time and which parts can, after review, build on existing fire risk assessments. It also highlights those tasks that the Trust should undertake after it has assessed the fire risks.

The Trust will annually review Fire Risks by assessing Critical Incident reviews, Fire and Unwanted Fire Signal reports sent to the Lead Manager for Fire Safety and Fire Risk assessments.

10. Monitoring and Auditing

Implementation of this policy will follow a number of lines, and include:

- Monitoring the outcome of fire risk assessments annually
- Monitoring the outcome of fire drills on an annual basis.
- Monitoring the number of fire incidents and their nature
- Monitoring training attendance quarterly
- Submission of the Annual Fire Statement
- Annual health checks of maintenance providers (see Section 7.13)

10.1 Archiving of Master Documents

This procedural document form part of a formal Trust record, and is to be managed in accordance with the Trust's records management policies and retention and disposal schedules.

An audit trail of all previous versions of this document is required for auditing purposes and will be automatically stored by the Board Library document repository.

The Board Library on Our Space is the only recognised repository for master versions of procedural documents. Copies of this document must therefore not be stored elsewhere on the system, e.g. in workgroups. The library system will provide records management functionality to allow for the retrieval of previous versions of procedural documents stored on it.

11. References

- Health & Safety at Work Act 1974
- The Building Act 1984
- The Building Regulations 1985 (as amended 2000)
- Regulatory Reform (Fire Safety) Order 2005
- HTM 05-02: Managing Healthcare Fire Safety

12. Related Links

- [Health and Safety Policy](#)
- [Manual Handling Policy](#)
- [Induction Policy](#)
- [Learning and Development Policy](#)
- [Care Programme Approach and Risk Policy](#)
- [Incident Management Policy](#)
- [General Security Policy](#)
- [Operation of CCTV Policy](#)
- [Smoke Free Environment Policy](#)
- [AWP Emergency Plans](#)

13. Appendices

APPENDIX 1 [Reporting Fires and Unwanted Fire Signals](#)

APPENDIX 6 [Training](#)

APPENDIX 7 [Portable Fire Extinguishers](#)

APPENDIX 8 [Smoking and Arson Guidelines](#)

APPENDIX 9 [New Premises, Alterations and Extensions](#)

APPENDIX 10 [Means of Escape for Disabled People](#)

APPENDIX 11 [Emergency Evacuation Plan Assessments](#)

APPENDIX 12 [Personal Emergency Evacuation Plan](#)

APPENDIX 14 [Fire Log Book Guidance and Contents](#)

Typical fire log book contents and templates can be found on the Trust Intranet - Fire Pages [“Forms and Guidance”](#)

APPENDIX 15 [Example Fire Instructions](#)

APPENDIX 16 [Protocol for Carrying out a Fire Drill](#)

Version History				
Version	Date	Revision description	Editor	Status
1.00	01/05 2007	Approved by Board	ADCM	Approved
2.00	17/12/2010	Approved by the Quality and Healthcare Governance Committee	Head of health and safety	Approved
2.10	02/06/2011	Amendments to Appendix 6 – Training	Head of health and safety	Approved
2.20	01/07/2011	Amendments to responsibilities section and job titles New Appendix 16.	Head of health and safety	Approved
2.30	25/07/2011	Administrative amendments to Sections 5 and 7	Head of health and safety	Approved
3.00	13/12/2011	Approved by the Quality and Healthcare Governance Committee	Head of health and safety	Approved
4.00	09/09/2013	Approved by Quality and Standards Committee	Head of health and safety	Approved
4.1	24/11/2016	Draft to Health, Safety, Security and Fire Group	Head of health and safety	Draft
5.0	06/12/2016	Approved by Director of Nursing	Head of health and safety	Approved