

Fire Safety Policy and Procedure

Key words:	HS002	
Version:	3.0	
Approved by:	South Lincolnshire CCG Senior Leadership Team	
Date approved:	5 th April 2018	
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Name of responsible Committee:	South Lincolnshire CCG Senior Leadership Team	
Date issued for publication:	24 th April 2018	
Review date:	July 2019	
Expiry date:	October 2019	
Target audience:	All staff	
Type of policy (tick appropriate box):	Non-clinical ✓	Clinical ✓
Mandatory to read?	Non-clinical staff ✓	Clinical staff ✓
Which NHSLA Risk Management Standard(s)?	Not applicable	
Which relevant CQC standards (where applicable)?	Not applicable	

SOUTH LINCOLNSHIRE CCG

Version Control Sheet

Fire Safety Policy and Procedure

Version	Section/Para/ Appendix	Version/Description of Amendments	Date	Author/Amended By
1.		New Policy	November 2014	Craig Hill, Health and Safety Adviser, GEM
2.		Overhaul of policy to include additions in procedures and FRA	August 2016	Linda Hill Optum International
3.		Overhaul of policy to include additions in procedures and FRA	October 2017	Linda Hill Optum International
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Fire Safety Policy Policy Statement

Background	The Secretary of State for Health has mandated that all NHS organisations comply with Firecode and The Regulatory Reform (Fire Safety) Order 2005
Statement	<p>This policy has been developed to:</p> <ul style="list-style-type: none">• Comply with prevailing legislation• Implement fire safety precautions through a risk-managed approach• Comply with monitoring and reporting mechanisms appropriate to the management of fire safety• Develop partnership initiatives with other agencies and bodies in the provision of fire safety• Reduce the risk of a spread or outbreak of a fire• Demonstrate preventative action
Responsibilities	The Accountable Officer has overall responsibility for Fire Safety. It is the responsibility of line managers to ensure that their staff are compliant with Fire Safety, and Fire Evacuation Plans. The responsible person will ensure that competent persons carry out Fire Risk Assessments in accordance with the provisions of the Regulatory Reform (Fire Safety) Order 2005.
Training	Training will be available for all staff on commencement of their employment and on a regular basis. This will be recorded on induction and updated as required.
Dissemination	The policy will be made available to all staff via the policies section of the CCG website. Staff will be informed of the publication of the policy by email, via which staff will also be reminded to destroy or delete any copies they have printed or saved. All employs (directly or indirectly) will be provided with all information related to fire safety, and fire safety arrangements.

1. Introduction

- 1.1. The Fire Safety Policy of South Lincolnshire Clinical Commissioning Group (CCG) aims to minimise the occurrence of fire throughout the organisation.
- 1.2. Furthermore the Fire Safety Policy aims to minimise the impact of fire on life safety, delivery of service, the environment and property.

2. Purpose

- 2.1. To provide an unambiguous statement of Fire Safety Policy applicable to South Lincolnshire CCG and all premises where South Lincolnshire CCG staff are based.

3. Scope

- 3.1. The Secretary of State for Health has mandated that all NHS organisations comply with Firecode and The Regulatory Reform (Fire Safety) Order 2005.

4. Policy Statement

- 4.1. Appointed Officers for fire safety within the organisation are required to:
 - Comply with prevailing legislation
 - Implement fire safety precautions through a risk-managed approach
 - Comply with monitoring and reporting mechanisms appropriate to the management of fire safety
 - Develop partnership initiatives with other agencies and bodies in the provision of fire safety

5. Policy Implementation

- 5.1. The Firecode suite of documents and The Regulatory Reform (Fire Safety) Order 2005 documents provide the guidance for the implementation of this policy.

6. Enforcement of The Regulatory Reform (Fire Safety) Order 2005

- 6.1. The Fire and Rescue Authority are the enforcing authority and have the power to audit any premises. If the fire authority carrying out an audit of a premises, consider the fire risk assessment is deficient they will issue a 'Notice of Deficiencies', an 'Improvement Notice' and in extreme cases they can issue a 'Prohibition Notice'.
- 6.2. If premises are considered to be high risk by the enforcing authority, an alterations notice may be issued requiring the organisation to, amongst other things, inform them before any material alterations are made to the premises.
- 6.3. The CCG will carry out a Fire Risk Assessment (FRA) on the building with the aim of identifying those at risk should there be a fire. We will categorise and rate the risks posed by facilities and services in our areas of responsibility. When carrying out a FRA of the building the company will pay particular attention to people who may be especially at risk such as:
 - 6.3.1. Employees of the CCG who work alone and or in isolated areas such as cleaners

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- 6.3.2. People who are unfamiliar with the premises, e.g. contractors and visitors
 - 6.3.3. People with disabilities or those who may have some other reason for not being able to leave the premises quickly e.g. elderly customers
 - 6.3.4. Other persons in the immediate vicinity of the premises
 - 6.3.5. People with language difficulties
 - 6.4. The Fire Risk Assessment should be carried out in accordance with Publicly Available Specification (PAS) 79 which takes a nine step approach to all Fire Risk Assessments as follows:
 - 6.4.1. Collation of relevant information concerning the building / complex being assessed.
 - 6.4.2. Fire hazard identification and the determination of measures for their elimination or control.
 - 6.4.3. Assessment of the likelihood of fire.
 - 6.4.4. Determination of physical fire protection measures relevant to the protection of people on site.
 - 6.4.5. Information relevant to the fire safety management.
 - 6.4.6. Assessment of the likely consequences to people in the event of fire, significant findings and recommended remedial actions.
 - 6.4.7. Assessment of the fire risk by use of calculation matrix.
 - 6.4.8. Action plan
 - 6.4.9. Review.

7. Mandatory Requirements

- 7.1. Each organisation is required to have the following:
 - A clearly defined fire safety policy covering all buildings occupied
 - A nominated board level director accountable to the Accountable Officer for fire safety
 - A Fire Safety Advisor to take the lead on all fire safety activities
 - An effective fire safety management strategy which enables:
 - the preparation and upkeep of the organisation's fire safety policy
 - adequate means for quickly detecting and raising the alarm in case of fire
 - means for ensuring emergency evacuation procedures for all areas at all times the premises are occupied without reliance on external services
 - all staff to receive fire safety training appropriate to the level of risk and duties they are required to perform

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- the development of partnership initiatives with other bodies and agencies in the provision of fire safety

8. Managerial Responsibilities for Fire Safety

8.1. The fire management structure is described below and shown diagrammatically in Appendix I.

8.1.1. **South Lincolnshire CCG Governing Body** - has overall accountability for the activities of the organisation. Board members should ensure they have appropriate assurance that the requirements of current fire safety legislation are met and, where appropriate, that the objectives of Firecode are met.

8.1.2. **Accountable** - is the “Responsible Person” for ensuring that current fire legislation is met and that, where appropriate, Firecode guidance is implemented in all premises owned or occupied by the Trust staff. The Chief Officer is also required to ensure that appropriate fire safety policies and programmes of work are in place in order to improve and maintain fire precautions within the organisation’s premises.

8.1.3. **Governing Body level Officer (Chief Operating Officer)** - responsible for championing fire safety issues at Board level. This includes proposing programmes of work relating to fire safety for consideration as part of the annual business plan.

8.1.4. **Health, Safety & Fire Advisor**- has an operational overview of compliance with fire safety legislation and to ensure that the appropriate levels of management are available to ensure decisions can be made. Whilst the Health, Safety & Fire Advisor may have a different line manager, or in fact be an external contractor, accountability for fire matters should always be through the Board level Director. This role is responsible for discharging the roles and responsibilities attributed to it as follows:

- An awareness of all fire safety features and their purpose
- Fire safety risks particular to the organisation
- Requirements for disabled staff and patients (related to fire procedures)
- Compliance of legislation
- Development of an effective training programme
- Cooperation between other employers where two or more share the premises
- The reporting of fire incidents in accordance with current practice
- Liaison with enforcing authorities
- Advising on the content of the organisation’s Fire Safety Policy
- Helping with the development of a suitable training programme, including delivery of the training

There may be occasions where specialist solutions are necessary to resolve fire safety issues, for example fire engineering. The Health, Safety

& Fire Advisor has sufficient knowledge to realise when specialised skills are required and where they can be obtained.

- 8.1.5. **Fire Wardens** - Fire Wardens are the building's fire team, especially in larger sites. They act as the fire safety "eyes and ears" within the local area and will report fire safety issues to the building's Fire Control Officer who in turn will report to their management.

The main duties of the fire warden are to:

- Act as a focal point on fire safety issues for their local area
- Organise and assist in the fire safety regime within local areas
- Raise issues regarding local area fire safety with the Fire Control Officer
- Assist with coordination of the response to an incident within the immediate vicinity
- Be responsible for roll-call during an incident
- Be trained to tackle fire with first aid fire-fighting apparatus where appropriate
- Support the Fire Control Officer on fire safety issues
- Ensure appropriate daily, weekly, monthly and annual checks are in place

- 8.1.6. **General Duties and Responsibilities of All Staff** - The responsibilities delegated to the Chief Officer/Directors and the special duties assigned to Fire Wardens and the Health, Safety & Fire Advisor must not obscure the fact that all staff have duties and responsibilities to themselves, their colleagues, their clients and others in relation to fire safety management. All line managers/supervisors are responsible for ensuring that fire safety procedures and instructions are brought to the attention of, and observed by, their staff and that every member of staff participates in fire safety training. It is essential that all staff understand the character and hazards of fire, smoke and toxic fumes; know the fire hazards involved in their working environment; practice and promote fire prevention and know the right action to take if they discover a fire or the alarm sounds in the premise.

It is the responsibility of every member of staff to report to the Building operator any instance where fire precautions and procedures are not being observed, e.g. wedging open fire doors, blocking of escape routes, reporting of defective fire safety equipment, and just being aware, and where necessary ensuring all others are made aware of any relevant problems.

9. Planning and Responding to a Fire Emergency

- 9.1. The safety of building occupants is paramount and will depend on the successful implementation of safety procedures, in addition to the use of detection and fire fighting equipment.

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- 9.2. Pre-planning for a fire is the key to the success of safeguarding the occupants and the fabric of the building. Pre-planning will also include testing the proposed measures to ensure they achieve their intended objectives. The overall aim is to ensure that all occupants can escape unharmed to a place of safety either within the building (horizontal evacuation) or outside the building. In order to achieve this, there must be a prompt response to the alarm and an effective strategy for evacuation.
- 9.3. The Fire Safety Manual (which the building Fire Control Officer possesses) should detail procedures as set out in section 12:
- Action on discovery of fire
 - Warning and alarm signals
 - Calling the fire and rescue service
 - Risk assessment findings (risks to occupants whilst evacuating)
 - Arranging and co-ordinating evacuation
 - Fire fighting (prior to the arrival of the fire and rescue service)
 - Availability of staff as an additional resource
 - Information for the fire and rescue service
 - Contingency planning
 - People with disabilities
 - Visitors and relatives
 - Information, instruction and training
 - Debriefing after the incident
 - Returning the building to normal service
- 9.4. In addition, information about the premises should be readily available for attending fire and rescue services. The information should be located at a pre-agreed location, usually the main entrance. The collation of this file is the responsibility of the building management company but must also be available to South Lincolnshire CCG staff members. Information needed by fire crews about premises their construction, contents, hazards and built-in fire protection measures is becoming increasingly complex. The more information available the lower the risk to occupants, fire crews and potentially the premises.

Information includes:

- Plans of the premises
- Location of valuable equipment
- Fire and safety systems
- Utilities and environmental systems
- Location of hazardous materials,

10. Evacuation Strategies

10.1. The evacuation strategy will operate on the principle of full evacuation.

Evacuation strategy must clearly define the sequence to be followed and should include reference to:

- Evacuation of building occupants
- Refuges and places of intermediate safety
- Use of lifts
- Communications during evacuation

Detailed procedures should also ensure that:

- All persons are accounted for, by fire wardens ensuring buildings/area's have been fully evacuated.
- Fire Wardens carry out a thorough check to ensure no persons have been left behind within their designated area
- Arrangements for those with impaired mobility are adequate
- Re-entry to the building is not permitted until it is safe to do so.

11. Fire Safety and the Equality Act (2010)

11.1. The development of a fire strategy must take account of the requirements of the Equality Act 2010. The term disability has three distinct definitions:

- People who have an impairment that limits their ability to walk
- People with impaired sight or hearing
- People with a learning or mental impairment

11.2. The main principle of fire safety is that **all** people should be evacuated from a building or to a place of safety in the event of fire. There should be sufficient staff to assist with an evacuation and they must be adequately trained.

12. Staff Training

12.1. Fire safety training is essential for all staff and is a legal requirement under the Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999. Staff need to have an understanding of fire risks and know what to do in the event of a fire so that the fire safety procedures can be applied effectively. It is therefore imperative that the organisation provides appropriate levels of fire safety training. This applies to all staff without exception. Senior management should lead by example.

12.1.1. **Introduction to the Work Place** - Line Managers/Supervisors are responsible for ensuring that every new member of staff is given basic fire precaution instruction relating to their workplace during their first day at work and written instructions where necessary. They need to be made aware of the location of fire procedure notices, how to raise the alarm, fire exit routes,

fire exits, locations of fire fighting equipment and the assembly points. Staff induction will be recorded and monitored.

12.1.2. **Basic Training** - Within two months of starting work every new member of staff is required to attend an induction course, where theoretical fire training will take place. This will include the action to be taken in the event of a fire, recognising fire hazards, evacuation procedure and basic information on fire fighting equipment.

12.1.3. **Re-Training** - All staff should receive regular updated training and instruction. The duration and frequency of the training should be determined by a training needs analysis. This should take account of the fire risks present in the premises, the numbers of people at risk and the responsibilities of staff in a fire emergency.

The outcomes of fire risk assessments and the determination of training requirements should be formally recorded and periodically reviewed. Specialist courses should be provided for Fire Control Officers and deputies for their duties, including carrying out premise fire risk assessments and for fire wardens including evacuation procedures and theoretical training in the use of portable fire extinguishers.

Computer based training should only be used to enhance training delivered by the Health, Safety & Fire Advisor or other competent persons and should not be used in isolation for induction or any other form of training except in extreme cases. No member of staff should go without a training session conducted by the retained Health, Safety & Fire Advisor or competent person for longer than 2 years.

12.2 The CCG may employ staff who have disabilities, who may be new or expectant mothers or who are a young person under the age of 18. Individual assessments will be conducted to ensure their safety and any hazards identified will be discussed on an individual basis and monitored.

Training programmes should include the following:

- Basic fire safety
- Causes of fire and good housekeeping
- Actions to take on discovering a fire
- Procedures for evacuation
- Staff responsibilities during a fire incident
- Specialist roles
- Familiarisation with fire aids and fire fighting equipment

13. Reporting of Fire Incidents and Unwanted Fire Signals

13.1. All outbreaks of fire in the NHS (to which the fire and rescue service has been called) must be reported to the Department of Health. The Health, Safety & Fire Advisor or responsible person must be informed as soon as possible of any major

fire incident to ensure a full report can be compiled for senior management and the board by way of liaison with the building owners or Management Organisation.

- 13.2. Fires involving death or injury must also be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, via the retained Health, Safety & Fire Advisor. In these circumstances this would need to be logged as a Serious Untoward Incident.
- 13.3. False alarms or unwanted fire signals (UwFS) to healthcare premises are a significant waste of fire and rescue service resources and may result in reduced attendance to automatic fire alarm activations. In such cases the fire and rescue service will only respond to an actual fire reported via a 999 call from the premise.
- 13.4. Staff should be mindful of the possibility of unwanted fire signals caused by a failure to notify in the event of a fire alarm test or fire drill and by the use of equipment in inappropriate areas i.e. where adequate fire detection equipment is not in place. Any “hot works” should only be carried out with the appropriate permit and monitored by Integral, to ensure the fire detection system for that area is isolated to prevent any unwanted fire signals.

14. Arson

- 14.1. Arson is now the largest cause of fires in the UK. All premises must be security, as well as fire safety checked. Arson is often used as a tool to hide evidence of a crime. In order to minimise the risk of arson:
 - All visitors and patients should be monitored - any person within staff areas not wearing ID should be challenged.
 - Outside areas should be checked to ensure there is no easy access to roofs, windows and external fire escapes and there are no ‘hideaway’ places. Exit doors should be as secure as possible without negating the means of escape. Waste bins, should be secured away from the building.
 - New buildings at planning stage should include the input of the Health, Safety & Fire Advisor during the design stage in order to reduce the risk of arson.

15. No Smoking

- 15.1. South Lincolnshire CCG has no smoking policy in place which does not permit smoking in the premise, grounds or the curtilage, unless in the specified smoking shelter. The organisation should be vigilant in enforcing this policy as it greatly reduces one of the major risks of fire occurrence in healthcare premises.

16. Interaction with Other Organisation Policies and Procedures

- 16.1. This policy should be read in conjunction with the organisation’s Health and Safety Policy, and Fire Evacuation Plan.
- 16.2. Further support in the understanding and use of this policy can be gained from the Health, Safety & Fire Safety Advisor.

17. Equality & Diversity Statement

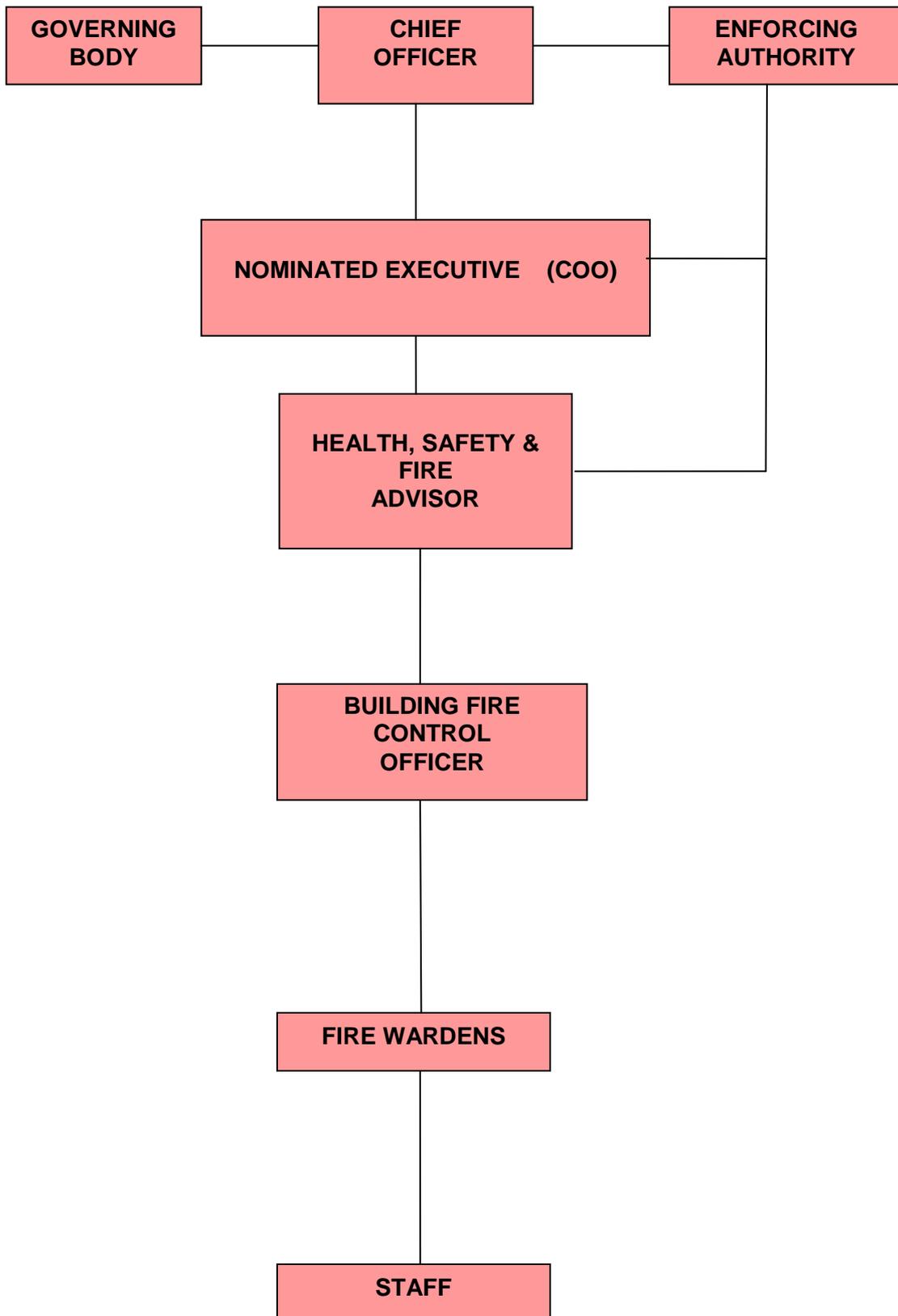
South Lincolnshire CCG is committed to ensuring that it treats its employees fairly, equitably and reasonably and that it does not discriminate against individuals or groups on the basis of their ethnic origin, physical or mental abilities, gender, age, religious beliefs or sexual orientation.

If you have any concerns or issues with the contents of this policy or have difficulty understanding how this policy relates to you and/or your role, please contact the Document Owner/Author.

18. Monitoring & Review

- 18.1. The monitoring of compliance to this policy will be the responsibility of the Health, Safety & Fire Safety Advisor in their role of ensuring the organisation complies with fire safety legislation.
- 18.2. The implementation and use of this policy will be monitored by the Risk and Governance Committee and reviewed annually.

FIRE MANAGEMENT STRUCTURE



SOUTH LINCOLNSHIRE CCG

Fire Emergency Plan

In accordance with the Regulatory Reform (Fire Safety) Order 2005, complies with BSi Standard PAS 79:2012

There is a separate Fire Evacuation Plan for SLCCG.