

## CORPORATE POLICY - Fire Safety Policy

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## Fire Safety Policy

### Document Control / History

Revision No	Reason for change
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4	Reviewed and updated
5	Reviewed and updated in accordance with requirements imposed upon the Trust by the Kent Fire & Rescue Service; changes in Fire Safety Law; changes in technical requirements.
6	No changes required

### Consultation

Fire, Health and Safety Group

Executive Group

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## Fire Safety Policy

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## Fire Safety Policy

To be read in conjunction with any policies listed in Trust Associated Documents.

### 1 Policy Statement / Purpose

- 1.1 The Trust will ensure, as far as reasonably practicable, that the risk from fire will be managed in compliance with relevant legislation and guidance.
- 1.2 The Chief Executive, Board, Directors and Heads of Service accept on behalf of the Trust, as the Body Corporate, the responsibility to ensure the safety of staff, visitors, patients and any other persons present on the premises in the event of fire and to that end will ensure that the following policy is implemented and adhered to the best of their ability, at all material times.

### 2 Introduction

- 2.1 Fire is a potential hazard in any premise; however hospitals, clinics, health centres, and nursing homes also incorporate high life risks and high fire risk areas.
- 2.2 Medway NHS Foundation Trust Managers must become familiar with their duties and responsibilities and ensure that the fire management policies and protocols comply fully with both the requirements of law and NHS Firecode Documents.
- 2.3 Fire Safety within Medway NHS Foundation Trust premises can be broken down into two distinct factors, human and physical.
- 2.4 **Human factors are much influenced by:**
  - 2.4.1 Having effective local management and organisation;
  - 2.4.2 The implementation of appropriate fire safety policies, and local fire evacuation plans and procedures;
  - 2.4.3 The programmes of training and refresher training as appropriate to role and responsibility and being provided at a frequency adequate to meet statutory requirements.
- 2.5 **Physical factors involve:**
  - 2.5.1 careful building design, construction and ongoing maintenance conforming with approved regulations and Codes;
  - 2.5.2 the regular maintenance and testing of all fire safety installations, including lighting, water supplies and distribution, electrical distribution and emergency supplies including generators and UPS systems;
  - 2.5.3 selection of the appropriate automatic fire alarms and detection systems with proper installation and lifetime maintenance;
  - 2.5.4 a suitable choice of fire fighting equipment with proper installation and lifetime maintenance;

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- 2.5.5 provision and upkeep of fire retardant furnishings, textiles, fixtures and fittings;
- 2.5.6 a review of fire precautions following alterations in use, layout, or construction.

### 3 (Duties) Roles & Responsibilities

#### 3.1 Medway NHS Foundation Trust

- 3.1.1 The Trust Board has overall accountability for the activities of the organisation. The board should ensure they have appropriate assurance that the requirements of current legislation are met and, where appropriate, that the objectives of Firecode are met.

#### 3.2 The Chief Executive

- 3.2.1 The Chief Executive is responsible 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. The Chief Executive is required to have appropriate fire safety policies and programmes of work in place in order to improve and maintain fire precautions within the organisation's premises.
- 3.2.2 The Chief Executive shall delegate a Board level Director who is responsible for championing fire safety issues at board level; this to include proposing programmes of work relating to fire safety for consideration as part of the Annual Business Plan. The **Director of Finance** has been delegated with this responsibility.
- 3.2.3 **The Director of Estates and Facilities** is designated as the 'Fire Safety Manager' in accordance with the Department of Health, Firecode 05-01 'Managing healthcare fire safety', and 05-03-Operational Provisions
- 3.2.4 The Director of Estates and Facilities shall appoint the Specialist Fire Safety Adviser, and other fire safety specialist staff as to ensure the Trust meets its statutory obligations in the most effective manner.

#### 3.3 The Fire Safety Manager

- 3.3.1 The Fire Safety Manager must be sufficiently empowered and have access to adequate resources to enable them to perform their duties effectively.
- 3.3.2 It will be necessary for the Fire Safety Manager to have a number of staff as deputies to act as Fire Controllers, to ensure that there is always a key decision-maker available when Trust premises are occupied.

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3.3.3 The Fire Safety Manager has responsibilities including but not limited to the following:

- 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);
- ensuring appropriate levels of management are always available to ensure decisions can be made regardless of the time of day;
- compliance with legislation;
- development and implementation of the organisation's fire safety policy;
- development and implementation of the organisation's fire safety strategy;
- 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;
- monitoring and mitigation of unwanted fire incidents;
- liaison with enforcing authorities;
- liaison with other managers;
- monitoring of inspection and maintenance of fire safety systems;
- arrange and organise Fire Drills

3.3.4 Supervising the effective day to day upkeep of the fire safety policy

3.3.5 Ensuring that site fire plans are in place and available for the emergency services upon their arrival.

3.3.6 Ensuring that in conjunction with department directors and heads of service that all staff are provided with the time to participate in the mandatory fire safety training and that they practice fire evacuation procedures and that a record of their undertaking of such is maintained for audit purposes. This should also take account of Bank, Temporary, contractors' staff and volunteers.

3.3.7 Ensuring that sufficient Deputy Fire Safety Managers are in place and properly trained and that at least one appointed deputy is always available to assume the relevant duties in the absence of the Fire Safety Manager.

3.3.8 Ensuring that a suitable and sufficient Fire Response Team is in place and that its members are appropriately trained. This to include site managers, porters, maintenance staff and assigned evacuation officers for admin

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buildings or areas within the main Hospital such as Pathology, Pharmacy, Physiotherapy where staff and visitors leave the premise.

- 3.3.9 Ensuring that departmental Fire Wardens are appointed and properly trained to undertake the weekly checks of their work areas, and alongside local management to act as departmental evacuation officers in an emergency situation.
- 3.3.10 Ensuring that suitable departmental evacuation plans are in place and tested as to their efficacy.
- 3.3.11 Attending all Fire incidents where patients are being evacuated or the fire risk to the Hospital is of sufficient severity or duration as to warrant their attendance.
- 3.3.12 Attending major fire evacuation exercises.
- 3.3.13 The co-ordination and direction of staff actions during a fire in accordance with the emergency plan and in a position to be able to take command until the Fire Brigade arrives and to act as a focus for liaison purposes thereafter.
- 3.3.14 Ensuring that fire reports are completed and to inform the Chief Executive Officer of their contents and arrange for them to be acted upon in accordance with the fire reporting procedures.
- 3.3.15 Ensuring that the fire safety risk assessments are both carried out and reviewed as necessary for each assessable area.

### 6.2 The Deputy Fire Safety Manager

- 6.2.1 The Deputy Fire Safety Manager shall be responsible to the Fire Safety Manager. These persons should be of sufficient seniority and proficiency to enable them to carry out the whole range of their duties effectively and take command in emergencies and would generally be Service Directors or Heads of Department.

### 3.4 Fire Controller

- 3.4.1 All Fire Controllers are responsible to the Fire Safety Manager. He/she should have sufficient training as to be responsible for the following:
  - the co-ordination and direction of all staff actions in the event of a fire;
  - Informing the Fire Safety Manager of any serious incident;
  - keeping the location of any serious incident protected until investigated by the Senior Fire Safety Adviser, Kent Fire and Rescue Service, or Kent Police;
  - arranging after an incident to make good any damage, unless the area is under investigation;
  - Submitting Incident reports of all fire incidents

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- 3.4.2 The prime concern of the site manager is the safety of staff and the patients and in particular emphasis on those higher risk areas where patients and staff do not immediately evacuate the Hospital in an emergency.
- 3.4.3 To act as liaison to the attending Senior Fire Authority Officer on risk, and the Trust requirements for patient care and protection, and as necessary their movement to further places of safety.
- 6.2.2 All designated Fire Controllers, including Service Managers, should ensure that they attend an initial training course for Fire Safety Managers and a refresher course every three years; they should also keep their annual attendance at fire lectures up to date between these times.

### 3.5 Senior Fire Safety Adviser

3.5.1 The Senior Fire Safety Adviser's role is to provide technical expertise to the Fire Safety Manager to enable them to fulfil their duties effectively. The Senior Fire Safety Adviser should be responsible for the following:

- providing expert advice on the application and interpretation of fire legislation and fire safety guidance, including Firecode;
- advising on the content of the organisation's fire safety policy;
- assisting with the development of the organisation's fire strategy;
- helping with the development of a suitable training programme;
- liaising with enforcing authorities on technical issues;
- liaising with managers and staff on fire safety issues;
- liaising with the Authorising Engineer (Fire);
- managing the Hospital Heliport and Fire Fighters
- undertaking fire risks assessments and providing training as necessary for all staff
- assisting in the development and implementation of location specific fire evacuation procedures

### 3.6 Fire Safety Adviser

3.6.1 The Fire Safety Adviser is responsible to the Senior Fire Safety Adviser and should be responsible for the following:

- assisting the Senior Fire Safety Adviser in all fire related duties;
- assisting with the development of the organisation's fire strategy;
- assisting with the development of a suitable training programme;
- presenting role specific training for all staff who are involved in the fire safety management of the site during a fire incident

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- assisting in the development and implementation of location specific fire evacuation procedures assist in preparing and participating in annual fire drills
- assisting in the management of the Hospital Heliport and training of the Fire Fighters
- Undertaking fire risks assessments and providing training as necessary for all staff

### 3.7 Authorising Engineer (Fire)

3.7.1 The Trust is not required to appoint an Authorising Engineer (Fire) in a permanent capacity. It is recommended that a fire engineer be engaged if a specific fire-engineered solution has been identified or is proposed, and the in-house resources indicate they have insufficient knowledge of the proposed engineered solution.

3.7.2 Fire engineering is the application of scientific and engineering principles, codes and expert judgement, based on an understanding of the phenomena and effects of fire, and the reaction and behaviour of people to fire; it is not normally within the remit of risk and training specialists who provide that service within the NHS.

### 3.8 Managers / Heads of Departments

3.8.1 All Managers/Heads of Departments are responsible for:

- assisting the Fire Safety Manager in the development and implementation of the organisation's Fire Safety Policy;
- assisting the Fire Safety Manager in the development and implementation of the organisation's Fire Safety Strategy;
- developing local fire evacuation plans and procedures detailing the action to be taken on discovering a fire, or hearing the fire alarm, and agreeing them with the senior fire safety adviser;
- ensuring provision is made for all their staff to participate in Fire Safety Training according to their role and responsibility at a period agreed with the senior fire safety adviser,
- organising fire drills at a period agreed with the senior fire safety adviser,
- maintaining local training records of all staff,
- ensuring that the senior fire adviser is consulted on all fire safety issues relating to any change of activity, use or occupancy of their work areas.
- maintaining the fire log book containing details of local training, local fire procedures, local risks, local fire drawings, names of responsible

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persons at local level, including fire wardens, coordinators, fire advisers, their contact number and any other relevant information regarding staff and patient safety(see appendix 5)

### 3.9 All Staff

3.9.1 All staff are responsible for:

- ensure that they attend fire safety training on a regular basis as outlined within mandatory training requirements
- are aware of the fire procedures and evacuation plans specific to their work locations
- as is necessary ensuring that the fire safety standards are maintained in their work location.
- That if they as an individual require assistance in any way, either permanently or on a temporary basis, to evacuate their work location during an emergency that they alert their line manager, Health & Safety Officer and Fire Safety Adviser so that an effective (Personal Emergency Evacuation Plan can be put into place.

## 4 All Medway NHS Trust Premises - Basic Principles of the Physical Fire Precautions

### 4.1 The basic principles of the physical fire precautions are that:

- 4.1.1 a safe means of escape in case of fire is to be maintained at all times
- 4.1.2 the fire is extinguished as quickly as possible
- 4.1.3 the development and spread of any fire is delayed and contained as long as possible by structural and other means;
- 4.1.4 endangered areas are evacuated quickly to a pre-arranged and rehearsed procedure
- 4.1.5 these principles have fundamental implications for the design of buildings, their mechanical and electrical systems, and for equipment within them, including furniture, textiles, fixtures and fittings
- 4.1.6 any fires that may occur are rapidly detected, an alarm is given and the Fire and Rescue Service is called immediately

### 4.2 Plans of Premises

- 4.2.1 Detailed plans and drawings are to be provided for all premises and / or departments showing the fire risk assessment arrangements indicating escape routes, fire compartmentation and other fire-resistant construction. The respective plans should be held in all premises and / or departments within a location Fire Log Book, to comply with Regulatory Reform (Fire Safety) Order 2005, and Firecode Documents

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4.2.2 The Fire Safety Manager will be responsible to ensure that all active fire precaution measures shall be prepared and maintained for all sites owned or used by the Medway NHS Trust

4.2.3 The Head of Estates will be responsible for the maintenance of these site plans, copies of the Medway Maritime site will be kept in the Security Base adjacent to the main entrance doors. The Kent Fire & Rescue Service will also require site plan/information, to be kept on local fire appliances

### 4.3 New Premises or Alterations to Existing Premises

4.3.1 The Head of Estates will ensure that:

- new buildings or alterations to existing buildings comply with current Building Regulations, Regulatory reform (Fire Safety) Order 2005 and Firecode
- all plans for building or alteration will be submitted to the Senior Fire Safety Adviser for comment and certification that they conform to current regulations. All approved schemes will be signed and returned before any works are undertaken

### 4.4 Furniture and Fittings

4.4.1 It is a requirement that the contents of premises comprising of furniture, textiles, fixtures and fittings, including mechanical and electrical equipment, receive careful consideration and selection. Flame retardant products should be purchased in accordance with HTM05-03 part C all parts as necessary any guidance should be sought from the Senior Fire Safety Adviser

### 4.5 Fire Fighting Equipment

4.5.1 The Fire Safety Manager, with advice from The Senior Fire Safety Adviser will ensure that the correct type and number of fire extinguishers and other fire fighting equipment are available in all premises as per the guidance of BS5306 & BS9999. The Estates Maintenance Department will manage a contract of service with an approved contractor who will service any spent extinguishers and will ensure that there is in place an annual maintenance programme

### 4.6 Emergency Lighting Equipment

4.7 The Fire Safety Manager with advice from the Senior Fire Safety Adviser, will ensure that an adequate level of emergency lighting is provided in all premises according to the use, occupancy and risk involved; this in accordance with BS5266 guidance. The Estates Maintenance Department will ensure continuing service and maintenance of all units as required and will ensure that there is in place a programme of replacement of defective units accordingly.

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### 5 Monitoring and Review

What will be monitored	How/Method/ Frequency	Lead	Reporting to	Deficiencies/ gaps Recommendations and actions
Policy review	Annually	Author	Director of Estates and facilities, Fire, Health & Safety Group	
Provide a review of compliance of fire safety standards for submission to the Board	Annually	The Fire Safety Manager	CE & Board	
Provide an annual report on the Trust's fire safety performance	Annually	The Director of Estates and Facilities	CE & Board	
All Fire Training	All fire safety training will be monitored and recorded by the Education and Learning Department	Education and Learning Manager	Fire, Health & Safety Group	Reported to the Board Director responsible for Fire safety
Risk Assessments	Completed by The Senior Fire Safety Adviser or deputy	The Senior Fire Safety Adviser	Director of Estates and facilities	Reported to the Board Director responsible for Fire safety, CEO & Board
Fire Evacuation Exercises	Undertaken by the Fire Safety Advisers, Heads of Departments, local management	Heads of Service, Senior Fire Safety Adviser	Board Director responsible for Fire Safety	Reported to the Board Director responsible for Fire safety, the CEO & Board

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### 6 Training and Implementation

6.1 Fire safety training appropriate to role and responsibility is essential for all staff and is a legal requirement under the Health and Safety at Work Act 1974, the Management of **Health** and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005 and with the Firecode suite of documents

6.2 Staff must have an understanding of fire risks and know what to do in the event of alarm activation or fire so that fire procedures can be applied effectively. It is therefore imperative that the **Trust** provide appropriate levels of fire safety training. This applies to all staff without exception. Senior management and senior medical staff should lead by example

#### 6.3 Initial Fire Training

6.3.1 On their first day of work every new member of staff, including voluntary and agency workers, should be given fire safety instructions relating to their own workplace, and signing to confirm that they have received this training, by one of the following: -

- Head of Department
- Ward Manager
- Line Manager
- Local Fire Coordinator

They should be made aware of the following

- location of Fire Action notices
- fire alarm system, the different sounds and what they mean,
- the fire procedures relevant to their work location(s), including places of safety during any evacuation
- any responsibilities towards patient or visitor evacuation
- control and management of piped and bottled gases, chemicals and other risks within their location
- location of fire alarm call points and how to operate
- fire exit routes
- firefighting equipment
- fire assembly points
- emergency telephone numbers

#### 6.4 Induction Fire Safety Training

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6.4.1 Every new member of staff, including voluntary and agency workers, shall attend the Trust Induction Program, within the first month of employment. This will be in accordance with HTM, RRO & H&S standards as to provision of information, instruction and training:

- basic fire safety
- actions to be taken in the event of a fire or on hearing the fire alarm (see appendix 1 & appendix 2)
- good housekeeping
- fire hazards
- practical use of fire equipment
- evacuation procedures
- specialist roles (fire controller, switchboard, estates, security and porters)

### 6.5 Refresher Fire Training

6.5.1 Managers are responsible for ensuring that their staff are scheduled to attend fire safety lectures / training at a frequency of not less than annually and not more than every two years, and that the training is relevant to location, role and responsibility

6.5.2 All patient facing staff are required to attend face to face training not less than once in each 12 month period. Those staff working within high dependency patient care locations additionally to participate in practical or desktop evacuation training at least once in each 12 month period, all other staff should participate in exercises every 24 months.

### 6.6 E-Learning

6.6.1 Currently computer-based training is not available on the Trust intranet site; when installed it should mirror the Trust fire safety practice and procedures and only be used when a member of staff is unable to attend a regular training session delivered by the Fire Safety Adviser. Once accepted the e-learning module can be used once within any two year training cycle and should not be used in isolation for induction or any other form of training as outlined in the HTM 05-03 Document – Operational Provisions.

### 6.7 Fire Drills

6.7.1 The effectiveness of plans for dealing with a fire outbreak and of various aspects of the fire safety training should be tested by practical fire drills, both during the day and at night. It is advised that evacuation exercises take place within each 24 month period in each department / premises. A fire drill will not be carried out in a department where it could cause distress or harm to patients, however desktop exercises within these and high dependency locations shall take place as to ensure all staff participate once in each 12 month period; Fire drills will be organised by local management and the Fire

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Safety Manager, and Fire Safety Advisers, in consultation with Matrons and other Clinical staff as necessary and with the assistance of the estates department in regard to alarm management.

### 6.8 Informal Visits

6.8.1 The Senior Fire Safety Adviser or their deputy will carry out visits to Wards and Departments, to discuss fire safety procedures with staff. Special attention will be given to high-risk areas, e.g., intensive/critical care areas, long stay patients, kitchen, laboratories and staff residential areas. These visits will take place at any time day or night and may not be prearranged

### 6.9 Recording of Fire Training

6.9.1 Each Head of Department, Ward Manager or Line Manager, together with HR are responsible for the accurate recording of staff attendance at all fire safety training, including staff who are based in other premises.

### 6.10 Staff Working in other NHS premises

6.10.1 Medway NHS Foundation Trust employees working on sites or premises, which do not belong to the Trust must be instructed by the approved local fire safety instructor and made aware of the local fire safety arrangements for the premises.

## 7 Equality Impact Assessment Statement & Tool

All public bodies have a statutory duty under The Equality Act 2010 (Statutory Duties) Regulations 2011 to provide “evidence of analysis it undertook to establish whether its policies and practices would further, or had furthered, the aims set out in section 149(1) of the [Equality Act 2010]”; in effect to undertake equality impact assessments on all procedural documents and practices. Authors should use the Equality Impact Toolkit to assess the impact of the document.

In the first instance this will mean screening the document and, where the screening indicates, completing a full assessment. The Toolkit can be found on the Trust website <http://www.medway.nhs.uk/our-foundation-trust/publications/equality-and-diversity/equality-impact-assessments/>

A document will not be considered approved until the author has confirmed that the screening process has been carried out and where required a full impact assessment has been completed. Where a full assessment is completed this should be submitted along with the document for approval.

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### 8 References

Document	Ref No
<b>References:</b>	
The Regulatory Reform (Fire Safety) Order 2005 Firecode 05 Documents – Fire Safety in the NHS The Health and Safety (Safety Signs and Signals) Regulations 1996 & BS5499 BS9999 BS5839, BS5266 BS8214 HBN15-03 Disability Discrimination Act 1995 Local Building Acts and Building Regulations Approved Document B.(all parts) CDM Regulations 2007 (and amendments) The Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 The Workplace ( Health, Safety & Welfare) Regulations 1992 The Dangerous Substances & Explosive Atmospheres Regulations The Housing Act 1985 Houses of Multiple Occupation Regulations 1990 The Petroleum Consolidation Act 1928 The Highly Flammable Liquid Regulations 1972 Local Government (Miscellaneous Provisions) Act 1992	
<b>Trust Associated Documents:</b>	
Fire Safety Strategy	STRCS001
<a href="#">SOP0144 - FIRE - Site Fire Management Procedure</a>	
<a href="#">GUCS005 - FIRE - Completing of Fire Log Book</a>	
<a href="#">OTCS059 - FIRE - Fire Log Book</a>	
<a href="#">OTCS058 - FIRE - Fire Action Notices</a>	
<a href="#">GUCS006 - FIRE - Constructing a Fire Evacuation Plan</a>	

**END OF DOCUMENT**