



Please Note: This policy is currently under review and is still fit for purpose.

FIRE SAFETY POLICY

This procedural document supersedes: CORP/HSFS 14 v.4 – Fire Policy.



Did you print this document yourself?

The Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version. **If, for exceptional reasons, you need to print a policy off, it is only valid for 24 hours.**

Author/reviewer: (this version)	Howard Timms - Head of Property Management and Compliance John Hubbard - Fire Safety Advisor
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Approved by:	Health and Safety Committee
Date approved:	17 March 2016
Date issued:	3 May 2016
Next review date:	January 2019 – (extended to December 2019)
Target audience:	Trust-wide

Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 5	3 May 2016	<ul style="list-style-type: none"> • Policy updated in consultation with Authorised Engineer Fire Safety and in accordance with DOH HTM 05-01 Managing Healthcare Fire Safety (2015 Edition). • Policy includes reference to proposed Fire Safety Management Protocols. 	Howard Timms / John Hubbard
Version 4	22 April 2014	<ul style="list-style-type: none"> • Purpose changed • Policy put into new format • Lock down taken from main body and added as an appendix • Procedures taken from main body and put as appendices 	David Clayton
Version 3	May 2010	<ul style="list-style-type: none"> • Definition of Responsible Person changed • Item 7 - Responsible Person changed to Responsible Manager • Item 10 – Reference to legal requirement to report changes in conditions to Responsible Person removed. • All references to Fire Marshals removed. • Appendix 1 – Action by Responsible person – ring 2222 and then 999 changed to “Confirm Fire and Rescue Service summoned”. • Item 26 – False alarms added • Item 29 – Lockdown Unplanned Care added • Fire action – Montagu – action by telephonist – Responsible Person deleted from contact list. 	David Clayton
Version 2	June 2008	<ul style="list-style-type: none"> • Major changes made throughout in line with Regulatory Reform Order (Fire Safety) 2005 and the Fire Code HTM 05 suite of documents. • Added Appendix 5 – Arson Guidance Note. • Bleep number changes. • Responsibility for fire changed from ‘Nominated Officer (Fire)’ to ‘responsible person’ throughout. 	Colin Vickers

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1. INTRODUCTION / AIMS

The Trust has a commitment to continually monitor fire safety precautions throughout all Trust premises and ensure compliance as far as reasonably practicable with the Regulatory Reform (Fire Safety) Order 2005 and the DOH Firecode (HTM05 series of documents) and all other statutory legislation.

This Fire Safety Policy aims to minimise the incidence of fire throughout all activities provided by or on behalf of Doncaster and Bassetlaw Hospitals NHS Foundation Trust.

Where a fire occurs this policy aims to minimise the impact on life safety, the delivery of patient care, the environment and property.

It is vital to the effectiveness of the policy that the policy is available to all staff, that they understand its contents and are aware of their own role in ensuring a fire safe environment.

All new staff joining the Trust, or other organisations sharing Trust premises, must be made aware of the existence and location of this Policy.

Compliance with this policy is mandatory in the interests of fire safety.



Chief Executive

Date 4 May 2016

2. PURPOSE

To provide an unambiguous statement of fire safety policy, applicable to Doncaster & Bassetlaw NHS Foundation Trust (hereafter known as “the Trust”), and to premises where patients of the Trust receive treatment or care.

This policy applies wherever the Trust owes a duty of care to service users, staff and other individuals.

3. PROCEDURE / IMPLEMENTATION

The Chief Executive and Trust Board expect those tasked with managing aspects of Fire Safety to:

Diligently discharge their Fire Safety responsibilities as befits their position.

Have in place a clearly defined management structure for the delivery, control and monitoring of Fire Safety measures.

Have in place a programme for the assessment and review of Fire Risks and provide the appropriate levels of investment to mitigate the Risks.

Develop and implement the Fire Safety Policy and appropriate Fire Safety protocols, procedures, action plans and control measures to mitigate Fire Risks, comply with relevant legislation and where practicable, codes of practice and guidance.

Develop and disseminate an appropriate Fire Strategy and Fire Emergency action plans pertinent to each department / building / area to ensure the safety of occupants, protect the delivery of service and as far as reasonably practicable, defend the property and environment.

Develop and implement a programme of appropriate Fire Safety training for all staff.

Will react to a Fire Incident in accordance with the [Fire Incident Response Process Chart](#).

Develop and implement monitoring and reporting mechanisms appropriate to the management of Fire Safety.

4. DUTIES AND RESPONSIBILITIES

The Chief Executive and Trust Board will:

Accept its legal duty to ensure compliance with its statutory duties under the Regulatory Reform (Fire Safety) Order 2005 and DOH Firecode HTM 05 Series of documents regarding the Managing and Guidance on Healthcare Fire Safety.

Discharge its responsibilities as a provider of Healthcare, to ensure that suitable and sufficient governance arrangements are in place to manage fire safety related matters.

Please see Fire Safety Management Structure – section 5.

Provide appropriate levels of investment in the Estate and personnel to facilitate the implementation of suitable Fire Safety precautions and appropriate levels of Fire Safety Training.

Facilitate the development of partnership initiatives with stakeholders and other appropriate bodies in the provision of Fire Safety where reasonably practicable.

4.1 Duty Holder (Chief Executive)

The Duty Holder Chief Executive will, on behalf of the Board, be responsible for ensuring that current fire legislation is complied with and, where appropriate, DOH Firecode guidance is implemented in all premises owned, occupied or under the control of the Trust.

The Chief Executive will ensure that all agreements for the provision of care and other services by third parties include sufficient contractual arrangements to ensure compliance with the Trust's Fire Safety Policy.

The Chief Executive discharges the day to day operational responsibility for fire safety through the Director with Fire Safety responsibility.

4.2 Trust Board

The Trust Board has overall accountability for the activities of the organisation, which includes fire safety.

The Trust Board discharges the responsibility for fire safety through the Duty Holder Chief Executive.

The Trust Board will ensure that it receives appropriate assurance that the requirements of current fire safety legislation and the objectives of DOH Firecode are being met.

4.3 Board Level Director

The Director with fire safety responsibility is responsible for ensuring that fire safety issues are highlighted at Board level.

This responsibility will extend to the proposal of programmes of work relating to fire safety for consideration as part of the business planning process.

This will include the management of the fire-related components of the capital programme and future allocation of funding.

At an operational level the Director with fire safety responsibility will:

- Assist the Chief Executive on all fire safety matters;
- Ensure that the Trust has in place a clear defined Fire Safety Policy and relevant supporting protocols and procedures;
- Ensure that all work that has implications for fire precautions in new and existing Trust buildings is carried out to a satisfactory technical standard and confirms to all prevailing statutory and mandatory fire safety requirements (including DOH Firecode);
- Ensure that all proposals for new buildings and alterations to existing buildings are referred to the Fire Safety Manager before building control approval is sought;
- Ensure that all passive and active fire safety measures and equipment are maintained and tested in accordance with the latest relevant legislation/standards, and that comprehensive records are kept;
- Ensure cooperation between other employers where two or more share Trust premises;
- Ensure through Senior Management and Line Management structures that full staff participation in fire training and fire evacuation drills is maintained;
- Ensure that agreed programmes of investment in fire precautions are properly accounted for in the Trust's Annual Business Plan;
- Ensure that an annual audit of fire safety and fire safety management is undertaken, and the outcomes communicated to the Trust Board;
- Fully support the Fire Safety Manager function.

In line with delegated authority, the Director with fire safety responsibilities devolves day-to-day fire safety duties to the Fire Safety Manager.

4.4 Director of Estates and Facilities

The Director of Estates and Facilities:

Will report to the Board Level Director and act as the link between the Fire Safety Manager and Board Level Director.

Will appoint the Trust Authorised Engineer (Fire).

Will ensure the development, implementation, monitoring, and review of the Trust's Fire Safety Management System.

Will ensure the development, implementation and review of the Trust's Fire Safety Policy and Fire Safety Management Protocols.

Will ensure that Fire Risk Assessments are undertaken, recorded and suitable Fire Safety Action Plans are in place.

Will ensure the development, delivery and audit of an effective fire safety training programme.

4.5 Fire Safety Manager

The Fire Safety Manager acts as a focus for all fire safety matters in the organisation and will be accountable to the Director of Estates and Facilities .

The Fire Safety Manager is tasked with developing and managing the fire safety management system and will be responsible for (exemplar Policy/Protocols role/duties):

- The day-to-day implementation of the fire safety policy;
- Reporting of non-compliance with legislation, policies and procedures to the Director of Estates and Facilities ;
- Obtaining expert advice on fire legislation;
- Obtaining expert technical advice on the application and interpretation of fire safety guidance, including DOH Firecode;
- Raising awareness of all fire safety features and their purpose throughout the Trust;
- The development, implementation, monitoring and review of the organisations Fire Safety Management System;
- The development, implementation and review of the organisation's Fire Safety Policy and Protocols;
- Ensuring that Fire Risk Assessments are undertaken, recorded and suitable action plans devised;
- Ensuring that risks identified in the Fire Risk Assessments are included in the Trust's Risk Register as appropriate;

- The operational management of fire safety risks identified by the risk assessments;
- The development, implementation and review of the organisations Fire Emergency Action Plan;
- Ensuring that requirements related to fire procedures for less-able staff, patients and visitors are in place;
- The development, delivery and audit of an effective fire safety training programme;
- The reporting of fire incidents;
- Monitoring, reporting and initiating measures to reduce false alarms and unwanted fire signals;
- Liaison with external enforcing authorities;
- Liaison with Trust Managers;
- Liaison with Authorising Engineer (Fire);
- Monitoring the inspection and maintenance of fire safety systems to ensure it is carried out;
- Ensuring that suitable fire safety audits are undertaken, recorded and the outcomes suitably reported;
- Providing a link to the relevant Trust committees;
- Ensuring an appropriate level of management is always available by the establishment of Fire Response Teams for Trust sites or premises.

4.6 Fire Safety Advisor (Authorised Person)

The Fire Safety Advisor will be accountable to the Fire Safety manager for matters of fire safety. They provide competent fire safety advice and will be responsible for (exemplar role/duties);

- Undertaking, recording and reporting fire risk assessments;
- Providing expert advice on fire legislation;
- Providing expert technical advice on the application and interpretation of fire safety guidance, including DOH Firecode;
- Assisting with the review of the content of the Trust's Fire Safety Policy;
- Assisting with the development and delivery of a suitable and sufficient training programme for staff;
- The assessment of fire risks within premises owned, occupied or under the control of the Trust;
- The preparation of fire prevention and emergency actions plans;
- The investigation of all fire-related incidents and fire alarm actuations;
- Liaison with the enforcing authorities on technical issues;
- Liaison with managers and staff on fire safety issues;
- Liaison with Authorising Engineer (Fire).

Where specialist solutions are required to resolve fire safety issues, the Fire Safety Advisor would not necessarily be expected to have the level of skill required but would know the limits of their capabilities and, when necessary, seek specialist advice from an Authorising Engineer (Fire).

4.7 Authorising Engineer (Fire)

The Trust Authorising Engineer (Fire) will act as an independent professional advisor to the healthcare organisation. The Authorising Engineer will act as an assessor and make recommendations for the appointment of Authorised Persons, monitor the performance of fire safety management, and provide an annual audit to the Board Level Director (with fire safety responsibility).

The Authorising Engineer will be a Chartered Engineer and Member of the Institution of Fire Engineers or a chartered member of a similar professional body.

The Authorising Engineer will be required to demonstrate competence in their particular field of expertise.

4.8 Competent Persons

Installers and maintainers of fire safety equipment, direct labour, staff or contractors, commissioned by the Trust and must be able to demonstrate a sound knowledge and specific skills in the specialist service being provided. This may include the installation and/or maintenance of related fire safety equipment/services such as:

- Fire alarm and detection systems;
- Portable fire lighting equipment;
- Fire suppression systems;
- Fire dampers
- Fire-fighting hydrants etc.

In cases where external parties provide services, the party concerned should be registered with an appropriate fire industry accreditation scheme.

4.9 Local Management

Matrons, Heads of Service and other departmental managers have responsibility for:

- Monitoring of fire safety within their respective workplaces and ensuring that contraventions of fire safety precautions do not take place;
- Ensuring local fire risk assessments are undertaken and maintained up-to-date.
- Undertake local Monthly [Fire Safety Awareness Checks](#) and pass to Line Manger / Fire Safety Advisor;
- Notifying the Fire Safety Advisor of any proposals for 'change of use' including temporary works that may impact on the risk assessment, within their area;
- Reporting any defects in the fire precautions and equipment in their area ensuring that appropriate remedial actions is taken;
- Ensuring that local fire emergency action plans are developed, brought to the attention of staff and adequately rehearsed to ensure sufficient emergency preparedness;

- Ensuring that local fire emergency action plan is revised in response to changes, including temporary works, which may affect response procedures;
- Ensuring the availability of a sufficient number of appropriately trained staff at all times to implement the local fire emergency action plan;
- Ensuring that the duties and relevant fire safety instructions are brought to the attention of staff through local induction and ongoing staff briefings;
- Ensuring that every member of their staff attends fire safety training as set out in the Trust's Fire Safety Training Plan;
- Ensuring that all new staff, on their first day in the ward/department, are given basic familiarisation training with their workplace, to include;
 - local fire procedures and evacuation plan
 - means of escape
 - location of fire alarm manual call points
 - fire-fighting equipment
 - any fire risks identified;
- Keeping a record of staff induction and attendance at Fire Safety Training;
- Ensuring staff at all levels understand the need to report all fire alarm actuations and fire incidents as detailed in the fire safety protocols;
- Ensuring that the staff record is completed and returned denoting how this document has been brought to the attention of staff;
- Where appropriate, ensuring that sufficient Fire Wardens are identified and appointed for their specific areas of responsibility.

4.10 Fire Warden

The size and complexity of the Trust's building and activities may necessitate the appointment of local Fire Wardens to ensure there is a focal point for local staff. The Fire Wardens essentially will be the 'eyes and ears' within that local area but will not have an enforcing role. They will report any issues identified to their matron and/or head of service or departmental managers and if necessary to the Fire Safety Advisor or Fire Safety Manager.

The Fire Warden should:

- Act as the focal point on fire safety issues for the local staff;
- Organise and assist in the fire safety regime with local areas;
- Raise issues regarding local fire safety with their line management;
- Support line managers in their fire safety issues.

4.11 Fire Incident Manager

The most senior person in charge of an area and present at the time that an incident occurs should assume the role of the Fire Incident Manager.

The Fire Incident Manager is required to:

- Take control of the incident;
- Direct the local response;
- Ensure that the fire alarm system has been activated and that staff in the area are aware of the incident;
- Initiate the Local Fire Emergency Action Plan;
- Determine whether evacuation is necessary and commence the evacuation if appropriate;
- Liaise with the Fire Response Team and the Fire Response Team Leader on their arrival.

4.12 Fire Response Team Leader

A senior manager will be nominated as the Fire Response Team Leader to ensure initial control of an emergency.

The Fire Response Team Leader is required to:

- Respond to
- fire events;
- Take responsibility for direction of the Fire Response Team;
- Liaise with the Fire Incident Manager;
- Liaise with the attending Fire and Rescue Service;
- Instigate the internal Major Incident Plan (if required).

4.13 Fire Response Team

The Fire Safety Manager should establish Fire Response Teams on all Trust sites. Local site circumstances will best determine the quantity of people and skill profile required.

The Fire Response Team procedures should reflect and where necessary integrate with the Trust's Major Incident Policy and Procedures.

4.14 All Staff, Contract Staff and Volunteers

All staff, contractors and volunteers should:

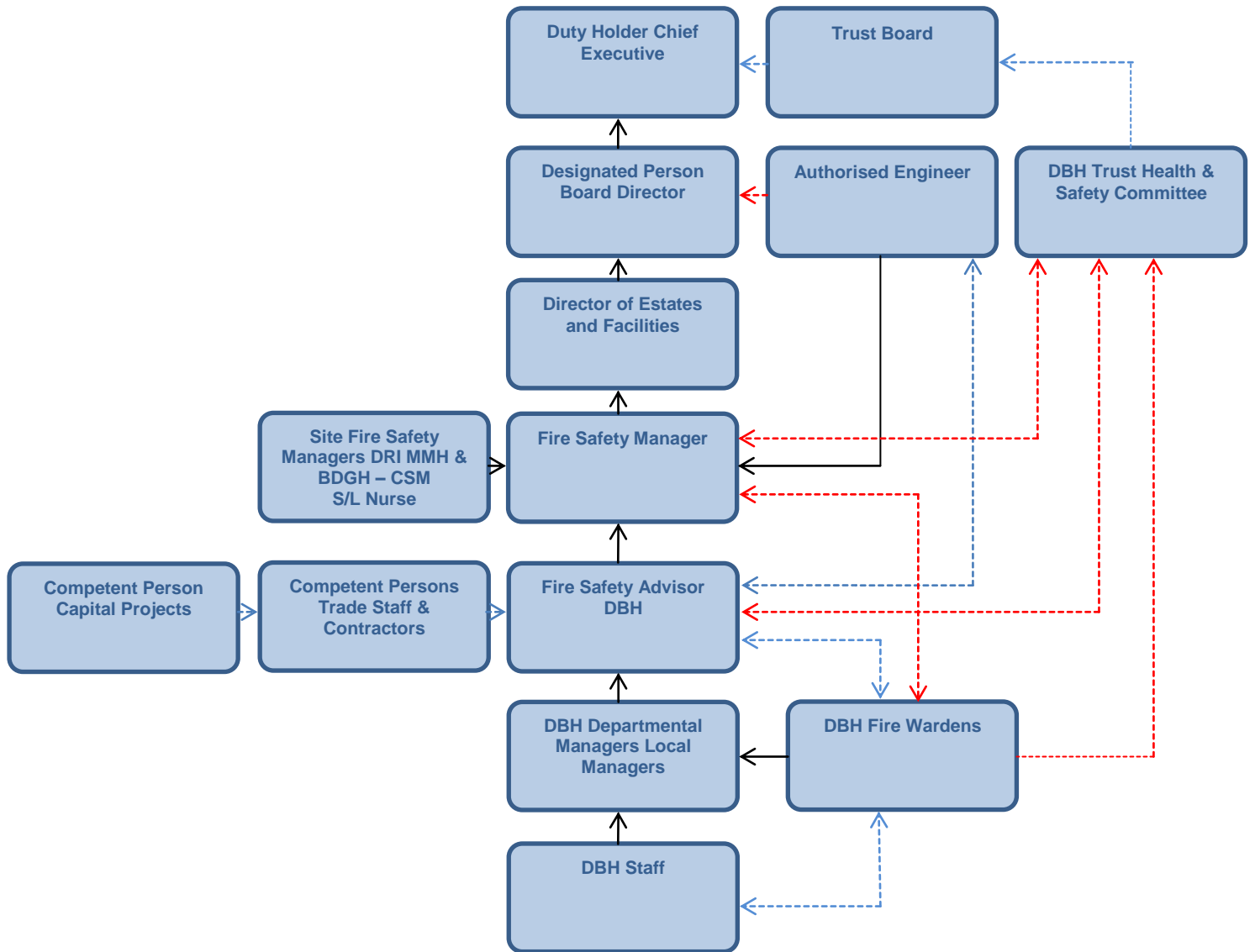
- Comply with the Trust's Fire Safety Protocols and Fire Procedures;
- Participate in Fire Safety Training and Fire Evacuation Exercises where applicable;
- Report deficiencies in fire precautions to line managers and Fire Wardens;
- Report fire incidents and false alarm signals in accordance with Trust's Protocols and Procedures;
- Ensure the promotion of fire safety at all times to help reduce the occurrences of fire and unwanted fire alarm signals;
- Set a high standard of fire safety by personal example so that members of the public, visitors and students when leaving Trust premises take with them an attitude of mind that accepts good fire safety practice as normal.

4.15 Health & Safety / Fire Committee

The Trust Health and Safety Committee shall be responsible for the review of all fire safety matters. Standard agenda items might include fire incidents, false alarms, enforcement action and staff training.

The committee will act as a parallel conduit for reporting on fire safety issues to the Trust Board, and for conveying exception reporting of issues for which the Fire Safety Manager/Advisor may consider themselves to be professionally compromised.

5. FIRE MANAGEMENT STRUCTURE



- Direct Accountability
- - - - -> Fire Safety Reporting
- - - - -> Exception Reporting

6. FIRE SAFETY TRAINING

The provision of adequate fire safety training is a legal duty under the Regulatory Reform (Fire Safety) Order 2005.

The Trust Board will ensure that there is adequate Fire Safety Training which is essential to ensure that fire prevention and fire emergency action plans can be put into practice. In healthcare environments, the safe evacuation of patients in the event of fire will rely on the effective action of staff implementing the fire emergency action plan.

The Trust Board is responsible for ensuring that an appropriate programme of fire safety training is developed and suitable arrangements are in place for the delivery of training to all Trust employees and other relevant staff. It is the responsibility of all heads of service, general managers, senior managers, and Matrons to ensure that all of their staff have attended the appropriate fire safety training.

7. MONITORING COMPLIANCE WITH THE POLICY/ PROTOCOLS

The Fire Safety Policy is a strategic level document and will be reviewed every 3 years or when there has been a significant change to Trust business practice.

Fire Safety Policy to be read in conjunction with the Fire Safety Protocols.

Fire Safety Management Protocols which support the Fire Safety Policy will be reviewed as required or when there has been a significant change to Trust business practice.

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
Example: Fire Safety Policy Fire Safety Protocols Fire Safety Risk Assessments Fire alarm Number of Fires false alarms and incident reports Unwanted Fire Signals Fire Safety Training Fire Service Audits reports and notices communications Fire Safety Audit Reports Independent third party Fire Authorised Engineer	Trust Board Trust Fire Safety Manager Trust Fire Safety Advisor Independent third party Fire Authorised Engineer	Monthly / Yearly and as required	Ongoing performance against Fire Safety will be monitored and reported via the Fire Safety management system through reports generated by the Trust Fire Safety Manager Trust Fire Safety Advisor Independent third party Fire Authorised Engineer Reported to: Trust Board Trust Health and Safety Committee

8. DEFINITIONS

HTM – Health Technical Memorandum
 AE – Authorised Engineer
 CSM – Clinical Site manager
 DOH – Department of Health

9. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment for All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. See Appendix 1.

10. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Trust Smoke Free Policy – CORP/COMM 2

Trust Major Incident Plan – CORP/RISK 1

Trust Electrical Safety Policy- CORP/HSFS 27

Trust Waste Management Policy and Procedures CORP/HSFS 17 (A) and (B)

Trust Code of Practice Control of Contractors on DBH Sites

11. REFERENCES

DOH (2013). Health Technical Memorandum 05-01: Managing healthcare fire safety.

DOH (2015) Health Technical Memorandum 05-02: Guidance in support of functional provision for healthcare premises.

DOH (2008) Health Technical Memorandum 05-03 Part K: Guidance on fire risk assessments in complex healthcare premises.

Legislation.gov.uk. (2005). Regulatory Reform (Fire Safety) Order.

12. RELATED DOCUMENTS

Legislation.gov.uk. (2005). Regulatory Reform (Fire Safety) Order. [ONLINE] Available at:
<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

Relevant Fire Risk Assessments

DOH (2013). Health Technical Memorandum 05-01: Managing healthcare fire safety. [ONLINE]
Available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/192065/HTM_05-01.pdf

DOH (2015) Health Technical Memorandum 05-02: Guidance in support of functional provision for healthcare premises. [ONLINE] Available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473012/HTM_05-02_2015.pdf

DOH (2008) Health Technical Memorandum 05-03 Parts A to M

APPENDIX 1 – EQUALITY IMPACT ASSESSMENT - PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	Care Group/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Fire Safety Policy - CORP/HSFS 14 v.5	Estates and Facilities	Howard Timms	Existing policy	13.04.16
1) Who is responsible for this policy? Name of Care Group/Directorate: Estates and Facilities				
2) Describe the purpose of the service / function / policy / project / strategy? Who is it intended to benefit? What are the intended outcomes? All Trust Staff. The Trust must continually monitor Fire Safety Precautions throughout all Trust Premises to ensure compliance with the Regulatory Form (Fire Safety) Order and the DOH Firecode HTM 05 Series to minimise the incidence of fire.				
3) Are there any associated objectives? Legislation, targets national expectation, standards – Regulatory Form (Fire Safety) Order 2005 and the DOH Firecode HTM 05 Series.				
4) What factors contribute or detract from achieving intended outcomes? Trust Staff awareness				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? No <ul style="list-style-type: none"> If yes, please describe current or planned activities to address the impact [e.g. Monitoring, consultation] – N/A 				
6) Is there any scope for new measures which would promote equality? [any actions to be taken – N/A				
7) Are any of the following groups adversely affected by the policy? No				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function / policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
<i>*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4</i>				
Date for next review: January 2019				
Checked by: Mark Holloway, Head of Estates			Date: 13.04.16	