



Fire Safety Management Protocol

Fire Safety Management & Governance

This procedural document supersedes: CORP/HSFS 14 v.1– Protocol 0



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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 2	January 2023	<ul style="list-style-type: none"> • Updated into the new APD format. • Change of Executive Sponsor. • Revised protocol in accordance with AE Audit and recommendations as follows: - • Duties of Fire Safety Manager - Amend to read ‘the day-to-day implementation, and ongoing review of the Fire Safety Policy’. • Amend bullet point to read – ‘The development and implementation and review of the organisations fire safety protocols’. • Local Management - Amend bullet point to read ‘Ensuring that duties outlined in the protocol and relevant fire safety instructions are brought to the attention of staff through local induction and ongoing staff briefings’. • Fire Response Team Leader – ‘A senior Manager most appropriate Senior Manager in charge at the time of the incident’. Include ‘will change as most senior person arrives on site and Response Team Leader will take the position of Silver Command’ 	Howard Timms
Version 1	June 2020	<ul style="list-style-type: none"> • This is a new protocol document, please read in full. 	Howard Timms

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1 INTRODUCTION

This protocol contributes to the fulfilment of developing fire safety protocols as stated in Health Technical Memorandum 05-01: Managing healthcare fire safety (second edition). This protocol addresses 'Fire Safety (Management and Governance)'.

2 PURPOSE

This protocol will be implemented throughout all Trust management and governance activities.

The safety of patients, visitors, staff, and other building users relies upon the Trust and its staff diligently discharging its fire safety responsibilities in a manner that is both efficient and effective. It is therefore essential that the Trust and its staff understand their duties and responsibilities in the delivery of a fire safe environment and are able to discharge those duties proficiently. The Trust aims to set a high standard of fire safety by the personal example of its staff so that members of the public, visitors, students, and others, when leaving Trust premises, take with them an attitude of mind that accepts good fire safety practice as normal.

3 DUTIES AND RESPONSIBILITIES

4.1 Board of Directors

The Trust Board:

- Has overall accountability for the activities of the organisation, which includes fire safety.
- Will discharge its responsibilities as a provider of healthcare to ensure that suitable and sufficient governance arrangements are in place to manage fire-related matters.
- Will provide appropriate levels of investment in the estate and personnel to facilitate the implementation of suitable fire safety precautions.
- Will facilitate the development of partnership initiatives with stakeholders and other appropriate bodies in the provision of fire safety where reasonably practicable.
- Will ensure that they receive appropriate assurance that the requirements of current fire safety legislation and the objectives of Department of Health (DH) Firecode are being met.
- Discharges the responsibility for fire safety through the Chief Executive.

4.2 Chief Executive

The Chief Executive:

- Will, on behalf of the Board, be responsible for ensuring that current fire legislation is complied with and where appropriate, DH Firecode guidance is implemented in all premises owned, occupied or under the control of the Trust.

- 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.
- Discharges the day-to-day operational responsibility for fire safety through the Director with Fire safety responsibility.

4.3 Board Level Director (Fire Safety) Director of Finance

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

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

This will include the management of 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 with board level responsibilities for fire safety matters.
- Ensure the Trust is compliant with all fire related legislation.
- Ensure that the Trust has in place a clearly defined fire safety policy and relevant supporting procedures.
- Ensure that all work which has implications on fire precautions in new and existing Trust buildings is carried out to a satisfactory technical standard and conforms to all prevailing statutory and mandatory fire safety requirements (including DH 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 co-operation 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 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 certificate of fire safety management is evidenced prior to signature by the chief executive.
- Fully support the Fire Safety Manager function.

In line with delegated authority, the Director with fire safety responsibility devolves these duties to the Fire Safety Manager.

4.4 Fire Safety Manager

The Fire Safety Manager will act as a focus for all fire safety matters in the Trust, and will be responsible for:

- The day-to-day implementation and ongoing review of the organisation’s fire safety policy and protocols.
- Reporting of non-compliance with legislation, policies and procedures to the Director with fire safety responsibility.
- Obtaining expert advice on fire legislation.
- Obtaining expert technical advice on the application and interpretation of fire safety guidance, including DH’s Firecode.
- Raising awareness of all fire safety features and their purpose throughout the Trust.
- The development, implementation, monitoring, and review of the organisation’s fire safety management system.
- 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 development, implementation, and review of the organisation’s 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 in accordance with Trust policy and external requirements.
- Monitoring, reporting and initiating measures to reduce false alarms and unwanted fire signals.
- Liaison with external enforcing authorities.
- Liaison with Trust Managers.
- Liaison with the 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 each of the Trust’s sites.

4.5 Fire Safety Advisor

The Fire Safety Advisor will be accountable to the Fire Safety Manager for matters of fire safety. The Fire Safety Advisor is tasked with providing competent fire safety advice and will be responsible for:

- 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 DH 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.
- Assisting the preparation of fire prevention and emergency action 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 technical fire safety issues.
- Liaison with the Authorising Engineer (Fire) on technical issues.

4.6 Authorising Engineer (Fire)

The Authorising Engineer (Fire) will be appointed by the Trust Board and be responsible for:

- Providing independent technical advice to ensure that the Trust conforms to all relevant fire safety legislation and, wherever practicable, DH Firecode and other relevant standards, codes of practice and guidance.
- Undertake a periodic audit of the Trust's fire safety arrangements and provide recommendations for improvement as necessary.
- Provide independent assurance to the Trust Board of the Trust's fire safety arrangements.

4.7 Competent Persons (Fire)

Installers and maintainers of fire safety equipment will be commissioned by the estates operational team managed by the Director of Estates and Facilities 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 firefighting equipment
- fire suppression systems
- fire dampers
- firefighting hydrants etc.

4.8 Local Management

Directors of Service, General Managers, Departmental Managers, Matrons, and Heads of Service, 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.
- Ensuring that local Monthly Fire Safety Awareness Checks are undertaken and passed to the appropriate 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 outlined in this protocol 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
 - firefighting equipment
 - any significant risks
- 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.

4.9 Fire Warden

A senior manager (the most senior member of staff in charge of an area at the time of a fire incident) will 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 evacuation if appropriate.
- Liaise with the Fire Response Team and the Fire Response Team Leader on their arrival.

4.10 Fire Incident Manager

A senior manager (the most senior member of staff in charge of an area at the time of a fire incident) will 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 evacuation if appropriate.
- Liaise with the Fire Response Team and the Fire Response Team Leader on their arrival.

4.11 Fire Response Team Leader

A senior manager (the most appropriate senior manager present and in charge of the area at the time of a fire incident) will be nominated as the Fire Response Team Leader initially to ensure control of an emergency. The Fire Response Team Leader may change and will then become the most senior manager available to take control and coordinate the wider response to bring all Trust resources together and initiate liaison with other responders and organisations to deliver the desired outcome. The Fire Response Team Leader will perform the function of Silver Command and be identifiable as the most senior manager available to control the site.

The Fire Response Team Leader is required to:

- Respond to confirmed 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 Major Incident Plan (if required).

4.12 Fire Response Team

The Fire Safety Manager will establish Fire Response Teams for the Trust's three main sites and will ensure appropriate operational fire management measures are in place at all other Trust occupied properties. Local site circumstances will determine the quantity of people and skill profile required.

The Fire Response Team will be required to:

- Respond to fire detection and alarm system activations and other notifications of suspected fire.
- Investigate the cause of fire detection and alarm system activation.

- Inform switchboard of outcome of any investigation and the need or otherwise for Fire and Rescue Service attendance.
- Liaise with the Fire Incident Manager prior to the arrival of the Fire Response Team Leader.
- Assist in the response to confirmed fire incidents under the direction of the Fire Response Team Leader.

4.13 All staff, contract staff and volunteers

All staff, tenants, contractors, and volunteers shall:

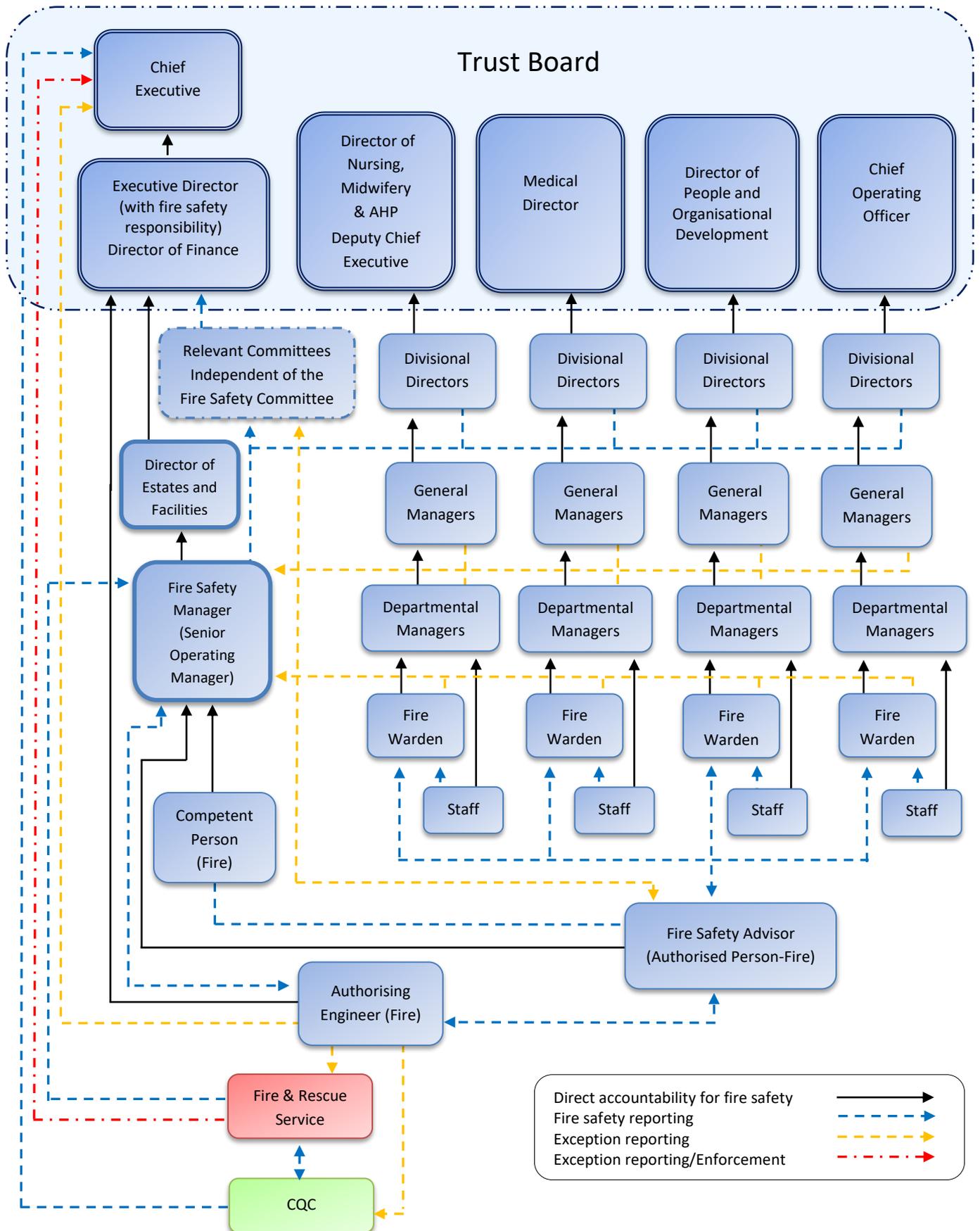
- Comply with Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust Fire Safety Protocols and Fire Procedures.
- Participate in fire safety training and fire evacuation exercises where applicable.
- Report deficiencies in fire precautions to Line Managers and Fire Wardens.
- Report fire incidents and false alarms in accordance with Trust Protocols and Procedures.
- Ensure the promotion of fire safety at all times to help reduce the occurrence of fire, false alarms, and unwanted fire alarm signals.
- Set a high standard of fire safety by personal example so that, members of the public, visitors, students, and others, when leaving Trust premises, take with them an attitude of mind that accepts good fire practise as normal.

4.14 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 SAFETY MANAGEMENT STRUCTURE



4 MONITORING COMPLIANCE WITH THE DOCUMENT

The ongoing performance of fire safety management and governance provision will be monitored and reported via the fire safety management system through reports generated by the Health & Safety/Fire Safety Committee.

In addition, sample monitoring of fire safety management and governance provision will be included in the periodic third-party audit.

5 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

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](#))

6 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Fire Safety Policy – CORP/HSFS 14
Major Incident Plan – CORP/RISK 1

7 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under ‘Current data protection legislation’ as in the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2021.

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/information-governance/>

8 REFERENCES

[Health Technical Memorandum 05-01: Managing healthcare fire safety](#)

[Management of Health and Safety at Work Regulations 1999](#)

[The Regulatory Reform \(Fire Safety\) Order 2005](#)

[The Health and Safety at Work etc. Act 1974](#)

APPENDIX 1 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Fire Safety Management Protocol 0 Management & Governance	Estates and Facilities	Howard Timms	Existing	31 October 2022
1) Who is responsible for this policy? Name of Division/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? - This protocol contributes to the fulfilment of developing fire safety protocols as stated in the Health Technical Memorandum 05-01: Managing healthcare fire safety (second addition). This protocol addresses 'Fire safety (Management and Governance)				
3) Are there any associated objectives? Legislation, targets national expectation, standards: Regulatory Reform (Fire Safety) Order 2005 and the DOH Firecode HTM 05-01.				
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? Details: [see Equality Impact Assessment Guidance] - 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 – see CORP/EMP 27.</i>				
Date for next review: October 2025				
Checked by: Sean Tyler - Head of Compliance/Neil Colton - Fire Safety Advisor			Date: 31 October 2022	