



Fire Safety Management Protocol Information for the Fire & Rescue Service



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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 1	December 2023	<ul style="list-style-type: none">This is a new procedural 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 'Information for the Fire & Rescue Service'.

2 PURPOSE

This protocol will be implemented throughout all premises, or parts of premises, which the Trust occupies or those for which the Trust is responsible for providing emergency response support in the event of a fire incident.

The safety of patients, visitors, staff, and other building users relies upon sound fire safety management, the appropriate actions being undertaken by staff, and the timely and effective intervention of firefighting resources should a fire occur. Whilst the incidence of fire is thankfully infrequent, it is important that the fire and rescue service is provided with detailed information specific to each area in which a fire may occur.

The effective communication of specific information regarding the fire protective measures and firefighting provisions allows a more efficient deployment of firefighting resources and can potentially mitigate some of the effects of any fire.

It is important that sufficiently detailed and specific information is provided to the fire and rescue service attending each fire incident, and that the information is presented in a clear and concise format appropriate for use during emergency deployment.

Information will be provided to the fire and rescue service at three different stages.

- Pre-incident (liaison between the Fire Safety Team Representative and the Fire & Rescue Service).
- During incident (Liaison by Fire Response Team Leader and the Fire & Rescue Service).
- Post incident (updating premises information Fire Safety Team Representative and the Fire & Rescue Service).

Note: Information provided during an incident will by its very nature be dynamic and depend upon the prevailing circumstances and is therefore not included in the contents of this protocol.

3 DUTIES AND RESPONSIBILITIES

Whilst it is incumbent upon all staff to ensure that relevant and detailed fire information is communicated to the Fire & Rescue Service during a fire incident, key personnel have particular responsibilities in respect of the preparation and provision of Information for the Fire & Rescue Service as follows:

3.1 Health and Safety Team

Provide information regarding any flammable and dangerous substances located in Trust buildings to the Fire Safety Team Representative.

3.2 Fire Response Team Leader

During an incident the Fire Response Team Leader will be responsible for:

- Liaising with the Fire & Rescue Service either directly or through delegation of authority to a member of the Fire Response Team.
- Ensuring that the prepared information will be relayed to the Fire & Rescue Service in addition to information relating to the dynamic incident and response.
- Provide information to the Fire & Rescue Service which must include: -
 - a description of the area location and its extent.
 - a description of the area use.
 - a description of the nature and potential dependency of occupants.
 - a description of any specific hazards that may be present.
 - the location and type of incident.
 - the number, dependency and location of patients that have not already been evacuated.

3.3 Fire Safety Team Representative

- Liaise with an appropriate representative of the Fire & Rescue Service to agree the content, extent, and format of the **Error! Reference source not found.**
- Prepare and compile **Error! Reference source not found.** for each ward, clinic, or department.
- Maintain the contents of the **Error! Reference source not found.** up to date.
- Ensure that the relevant **Error! Reference source not found.** is available in each Premises Information Box, and that the contents of all Premises Information Boxes relating to the same building is consistent.
- Ensure that staff performing the role of Fire Response Team Leader are aware of the **Error! Reference source not found.**, its contents, purpose, and availability.
- Periodically, as part of the fire risk assessment process, review the **Error! Reference source not found.** to assess the implications of the information and whether the contents are being maintained up to date.
- Review and, where necessary, amend procedures and information post incident
- Report instances of inadequate and/or out of date information and record such findings for reporting via the Health and Safety Group.

3.4 Person with Control

Inform the fire safety team of changes to any of the hazards, patient numbers, patient dependency, staffing levels, hours of operation or protective measures.

4 CONTENTS OF INFORMATION FOR THE FIRE & RESCUE SERVICE

The contents of the Information for the Fire & Rescue Service should be agreed through liaison of the Fire Safety Team Representative with an appropriate representative of the Fire & Rescue Service. The contents of the information provided may vary to suit the ward, clinic, department, or building to which it relates. However, the following minimum contents should be included: -

4.1 A description of the ward, clinic, or department

The Information for the Fire & Rescue Service must include a description of the area to which it relates including:

- A description of the area location and its extent.
- A description of the area use.
- A description of the nature and potential dependency of occupants.
- A description of any specific hazards that may be present.

4.2 Fire Response Plan

The Fire Safety Information Manual must include an up-to-date Fire Response Plan which is bespoke to the area to which the Fire Safety Information Manual refers in accordance with Fire Safety (Fire Response Plans).

4.3 Fire Precautions & Firefighting Equipment Plan

The Information for the Fire & Rescue Service must include an up-to-date plan of the protective measures, evacuation equipment and fire safety equipment present in the area to which the information refers. The fire precautions plan should show the extent of the area and the locations of fire precautions and related items, including:

- Fire Service access points and routes.
- Fire escape lifts and firefighting lifts and their controls (where provided).
- Fire compartmentation and sub-compartmentation.
- Fire escape routes.
- Evacuation equipment.
- Fire detection and alarm system devices and control points.
- Fixed extinguishing systems and their controls (where provided).
- Ventilation system controls, their operation, and the area they affect.
- Dry riser outlet positions and their associated inlets.
- Nearest fire hydrants and alternative hydrants positions.
- Fire hazard rooms where there is a particular risk to firefighters.
- The locations of medical gas cylinder stores, including the number, size and type of cylinder stored.

Piped medical gas systems, including the location of Area Valve Service Units (AVSU) and the extent of the area they affect.

4.4 Local Fire Salvage and Continuity Plan

The Information for the Fire & Rescue Service should include up to date fire salvage plans in accordance with Fire Safety (Local Fire Salvage and Continuity Plans). Salvage plans should be included for the area in which the fire incident has occurred, and those areas which may be affected by fire and/or smoke spread from the area concerned, or the effects of firefighting operations.

5 FORMAT AND AVAILABILITY

The Information for the Fire & Rescue Service should be provided as a physical file of written documents or otherwise as agreed with an appropriate representative of the Fire & Rescue Service. In general, high-level hazard and tactical information should be made available at the Premises Information Boxes located at the agreed building access points to which it relates, with more detailed, local information provided in the form of a plan drawing and Fire Safety Information Manual {See [Fire Safety (Fire Safety Information Manuals) Protocol No. 19] adjacent to the area to which it relates. The Information for the Fire & Rescue Service should be provided in a locked cabinet or secured by other means to ensure that it remains in place and cannot be tampered with by unauthorised persons. Arrangements should be made to ensure that the information is readily available to any of the following: -

- The Fire Response Team Leader.
- Personnel from the Fire & Rescue Service attending a fire incident.
- A member of the Fire Safety Team.
- The Authorising Engineer (Fire).
- Any person undertaking a fire risk assessment.

6 UPDATING THE INFORMATION FOR THE FIRE & RESCUE SERVICE

The Information for the Fire & Rescue Service should be updated whenever any of its contents are subject to change.

As a minimum, the contents of the local Information for the Fire & Rescue Service contained within the Fire Safety Information Manual should be periodically reviewed by the department manager every six months and any need for update should be communicated to a Fire Safety Team Representative.

As a minimum, the contents of the Information for the Fire & Rescue Service located within each Premises Information Box should be periodically reviewed by the Fire Safety Team Representative every six months and updated as necessary.

7 MONITORING COMPLIANCE WITH THE DOCUMENT

The ongoing performance of the provision of Information for the Fire & Rescue Service will be monitored and reported via the fire safety management system through periodic review, including review as part of the fire risk assessment process, fire safety audits undertaken by the Fire & Rescue Service, practical fire drills and reports generated by the Operational Fire Safety Manager. These records and reports will be reported via the Fire Safety Group.

In addition, sample monitoring of fire prevention will be included in the periodic third-party audit.

8 DEFINITIONS

Authorising Engineer (Fire)

A Chartered Engineer, with extensive experience in healthcare fire safety who has been appointed by the Trust board to provide assurance that the Trust is meeting its obligations in respect of its arrangements for fire safety.

Fire Evacuation Equipment

Specialist equipment for use in an emergency to assist in the evacuation of patients and visitors/staff e.g., ski-sheets, ski-pads, evacuation chairs, basket stretchers.

Fire Incident Manager

The most senior person in charge of an area and present at the time that an incident occurs, and responsible for taking control of the incident, directing the local incident response, and imitating the local fire response plan.

Fire Response Plan

A detailed plan of action to be followed in response to a fire incident.

Fire Response Team

The team of staff designated to respond to a fire incident.

Fire Response Team Leader

The person nominated to lead the Fire Response Team. In the context of the Trust, this is the Clinical Site Manager.

Fire Safety Information Manual

A local compendium of relevant fire safety information providing a point of reference for staff and other relevant stakeholders and acting as a repository for fire safety related records.

Fire Safety Team Representative

The member of the Fire Safety Team appointed to provide competent fire safety advice to support the Person with Control and ensure that appropriate fire safety information is available.

Local Fire Salvage and Continuity Plan

A document intended to provide those responding to a fire emergency with details of equipment and/or facilities essential to the immediate continuity of patient care and longer-term delivery of

service such that items may be retrieved or otherwise protected from the fire or the effects of firefighting activity.

Person with Control

Any person who to any extent has control over the premises, or part(s) of the premises at any time. In the context of the Trust, this could include a Divisional Director, a General Manager, a Department Manager, a Matron, a Ward Sister, or a Charge Nurse. Each area may have more than one Person with Control, and the extent of their responsibilities is determined by the extent of the control they exercise over the area.

Premises Information Box

A suitably secure box which the Fire and Rescue Service can access, and which contains relevant, up to date, information about the premises.

Protective Measures

Those structural items provided to protect both occupants and firefighters in the event of a fire.

9 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](#))

10 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Fire Safety Policy – CORP/HSFS 14
Fire Safety Protocols.

11 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/>

12 REFERENCES

Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541.

The Fire Safety (England) Regulations 2022.

Health Technical Memorandum 05-01: Managing healthcare fire safety (Second Edition). The Stationery Office, 2013.

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
Information for the Fire & Rescue Service Protocol 9	Estates and Facilities	Howard Timms	New	14 June 2023
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. 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 ‘Information for the Fire & Rescue Service’.				
3) Are there any associated objectives? Legislation, targets national expectation, standards. - Regulatory Reform (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: June 2026				
Checked by: Sean Tyler - Head of Compliance/Neil Colton - Fire Safety Advisor				Date: 14 June 2023