



Doncaster and Bassetlaw
Teaching Hospitals
NHS Foundation Trust

Fire Safety Policy

This document supersedes: CORP/HSFS 14 v.7 – Fire Safety Policy.

To be read in conjunction with the Fire Safety Protocols:

CORP/HSFS 14 Protocol 0 - Fire Safety Management and Governance

CORP/HSFS 14 Protocol 1 - Fire Prevention,

CORP/HSFS 14 Protocol 2 - Fire Risk Assessment,

CORP/HSFS 14 Protocol 3 - Fire Stopping,

CORP/HSFS 14 Protocol 4 - Fire Doors and Door Assembly.



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.**

Executive Sponsor(s):	Sam Wilde - Director of Finance
Author/reviewer:	Howard Timms - Deputy Operational Director of Estates and Facilities
Date written/revised:	March 2026
Approved by:	Trust Fire Safety Group and Trust Health and Safety Committee
Date of approval:	10 September 2026
Date issued:	October 2026
Next review date:	March 2029 (Policy Valid until September 2029)
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 8	September 2026	<ul style="list-style-type: none"> Change of Executive Sponsor New format as set out in Appendix A of HTM 05-01: Exemplar Fire Safety Policy. Updated in accordance with Authorised Engineer (Fire) Fire Safety Audit recommendations May 2025. Updated in accordance with new HTM 05-01 (PRN02333) 	Howard Timms
Version 7	January 2023	<ul style="list-style-type: none"> Updated into the new APD format. Change of Executive Sponsor. Updated in accordance with AE Audit / Comments as follows: - Revised introduction - The Trust has a commitment to continually monitor Fire Safety precautions throughout all Trust premises and ensure compliance with relevant legislation and DHSC Firecode and other guidance as appropriate. Revised '4. Implementation' bullet point to read 'To implement and develop the Fire Safety Policy'. 	Howard Timms
Version 6	8 June 2020	<ul style="list-style-type: none"> Policy updated and amended in consultation with the Trust Authorised Engineer Fire Safety. Policy updated in consultation with the Trust Authorised Engineer Fire Safety and in accordance with the Regulatory Reform (Fire Safety Order) 2005 and DOH HTM 05-01 Managing Healthcare Fire Safety (2015 Edition). 	Howard Timms
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. 	David Clayton

		<ul style="list-style-type: none"> • 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. 	
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
Version 1	October 2004	<ul style="list-style-type: none"> • New policy please read in full 	Colin Vickers

Contents

	Page No.
1 PURPOSE / POLICY AIMS	5
2 APPLICATION	5
3 FACILITATION	5
4 IMPLEMENTATION.....	6
5 MONITORING.....	6
6 ASSOCIATED TRUST FIRE SAFETY PROTOCOLS.....	7
7 DATA PROTECTION	7
8 REFERENCES	7
APPENDIX 1 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING	8

1 PURPOSE / POLICY AIMS

To provide an unambiguous statement of Fire Safety Policy applicable to Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (DBTH) and to premises where patients of DBTH receive treatment of care excluding a single private dwelling.

This Fire Safety Policy aims to minimise the incidence of fire throughout all activities provided by or on behalf of DBTH.

Where a fire occurs, this policy aims to minimise the impact of such occurrence 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 colleagues, that they understand its contents and are aware of their own role in ensuring a fire safe environment.

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

Chief Executive:



2 APPLICATION

This policy applies wherever DBTH owes a duty of care to service users' colleagues or other individuals.

3 FACILITATION

The Trust Board accepts its legal obligation to ensure compliance with its statutory duties under relevant fire safety legislation.

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.

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 IMPLEMENTATION

The Trust Board expects those tasked with managing aspects of Fire Safety to:

- Disseminate the Fire Safety Policy to all staff and make freely available to all parties that are stakeholders in the organisations delivery of a fire safe environment.
- 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 Safety Risks and Evacuation Procedures and provide the appropriate levels of investment to mitigate the Risks.
- Where appropriate, ensure that buildings have in place an effective Fire Safety Strategy.
- Develop and implement 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 Safety 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 colleagues.
- Develop and implement monitoring and reporting mechanisms appropriate to the management of Fire Safety.

5 MONITORING

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 legislation, guidance or Trust business practice.

The Trust Board will monitor the implementation of the policy as follows:

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where reported to
Example: <ul style="list-style-type: none"> • Number of Fires false alarms and incident reports. • Fire Safety Training Records. • Fire Service Audits reports notices and communications. • Fire Safety Audit Reports. • Independent third-party Authorising Engineer (Fire) reports. 	Trust Board	Yearly or as required	Ongoing performance against Fire Safety will be monitored and reported via the Estates Fire Task and Finish Group and the Trust Fire Safety Group and the Health and Safety Group which is reported to the Trust Board.

6 ASSOCIATED TRUST FIRE SAFETY PROTOCOLS

CORP/HSFS 14 Protocol 0 - Fire Safety Management and Governance
 CORP/HSFS 14 Protocol 01 - Fire Prevention
 CORP/HSFS 14 Protocol 02 - Fire Risk Assessment
 CORP/HSFS 14 Protocol 03 - Fire Stopping
 CORP/HSFS 14 Protocol 04 - Fire Doors and Door Assembly
 CORP/HSFS 14 Protocol 05 - False Alarms and Unwanted Fire Signals
 CORP/HSFS 14 Protocol 06 - Fire Strategy Concepts
 CORP/HSFS 14 Protocol 07 - Fire Safety Audits
 CORP/HSFS 14 Protocol 08 - Response Plans
 CORP/HSFS 14 Protocol 09 - Information for the Fire and Rescue Service

(Further Protocols will be added as developed)

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
<https://www.england.nhs.uk/publication/managing-healthcare-fire-safety-hm-05-01/>

The Regulatory Reform (Fire Safety) Order 2005
<https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

The above Health Technical Memorandum sets out recommendations and guidance for the management of fire safety in healthcare buildings. It should be read in conjunction with other Health Technical Memoranda in the Firecode suite.

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 Policy – CORP/HSFS 14 v.8	Estates and Facilities	Howard Timms	Existing Policy	10.05.2026
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? 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 05-02.				
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] – NA 				
6) Is there any scope for new measures which would promote equality? NA				
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:	March 2029 (Policy Valid until September 2029)			
Checked by:	Sean Tyler Head of compliance			
Date:	18.09.2026			