
Trust Policy

Document ref. no: PP(020)014

Fire Safety Policy

For use in:	The Trust
For use by:	All Staff
For use for:	Fire safety management
Document owner:	Estates & Facilities Directorate
Status:	Approved

1 Purpose

To provide an unambiguous statement of fire safety policy applicable to West Suffolk NHS Foundation Trust (WSFT) and to premises where employees of WSFT may work (excluding employee's private accommodation).

2 Policy aims

This fire safety policy aims to minimise the incidence of fire throughout all activities provided by, or on behalf of, WSFT.

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

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4 Scope

This policy applies wherever WSFT owes a duty of care to service users, staff or other individuals.

This policy applies to all Trust staff and other persons who carry out activities on the Trust's premises. Where Trust staff work in premises which are in the control of other organisations, this policy and the policy of the other organisation must be followed. Staff from other organisations who work in premises under the Trusts control must comply with this policy.

This policy sets out:

- The arrangements at the Trust for managing the risks from fire and identifying accountability and responsibilities of staff.
- The precautions to be taken for reducing the risks from fire and for preventing fires.
- The training requirements for fire safety including action to be taken in the event of a fire and for building evacuation.
- The measures for means of escape.
- The process for alerting persons who may need to take action in the event of a fire alarm, including the requirements for fire detection, fire alarm systems and the requirements for emergency lighting and firefighting equipment.
- The process for assessing the fire integrity and other fire protection requirements of buildings

This policy aims to provide specific guidance on fire safety whilst signposting staff to other policies which are relevant to fire safety. This policy must be read in conjunction with other relevant Trust policies.

5 Facilitation

The Trust Board 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;
- provide appropriate levels of investment in the estate and personnel to facilitate the implementation of suitable fire safety precautions;
- facilitate the development of partnership initiatives with stakeholders and other appropriate bodies in the provision of fire safety where reasonably practicable.

6 Implementation

The Trust Board expects 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;
- develop and implement appropriate 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 appropriate 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 relevant staff;
- develop and implement monitoring and reporting mechanisms appropriate to the management of fire safety.

7 Monitoring

The Trust Board will monitor the implementation of this policy through:

- periodic review of fire and false alarm incident reports;
- periodic review of fire safety training records;
- periodic review of fire service notices and communications;
- fire safety audit reports;
- annual premises assurance model (PAM) returns which provide a consistent approach to evaluating NHS estates and facilities performance
- annual benchmarking data submitted to Estates Return Information Collection
- The Trust is subject to inspections and audits as may be required by the enforcing authority; Suffolk Fire & Rescue Service (on behalf of Suffolk Fire & Rescue Authority), under the Regulatory Reform (Fire Safety) Order 2005.

8 Fire Safety Group

WSFT Fire Safety Group meets quarterly to discuss this policy and fire safety protocols, as outlined within terms of reference (Appendix A). The group sits within the Risk Management structure.

The Fire Safety Advisor updates the Health and Safety committee with reports on current issues including numbers and types of Fire incidents. The information is then presented to the Corporate Risk Committee.

The Fire Safety Group will be consider and monitor the publication of fire safety protocols to support the implementation of this policy and to ensure the information and guidance they contain is accurate, reliable and updated or withdrawn.

9 Fire Safety Policy and Protocols

New and revised arrangements for fire safety management are monitored throughout the year by the Fire Safety Group, in accordance with the group's Terms of Reference (Appendix A) and as outlined within (Appendix B) Fire Safety Planning Cycle.

The Chair of the Health and Safety Committee is responsible to the Chief Executive for the planning, consultation and dissemination of the arrangements made within the Fire Safety Group and for monitoring the adequacy of this policy and its implementation.

The Chair of the Health and Safety Committee will ensure that; competent persons are available to provide sufficient advice, guidance and assistance on fire risks in all Trust buildings to management at all levels, to enable them to formulate fire safety arrangements, which are adequate for West Suffolk NHS Foundation Trust to discharge its legal duties.

Fire Safety Protocols (FSP) will be developed as guidance to underpin this Fire Safety Policy (PP14). The protocols reflect best practice and should be followed in all circumstances unless the person undertaking any works is able to provide a suitable and sufficient risk assessment to support alternative working practices. In any circumstance where the policy or protocol has not been followed, notification should be sent to the fire safety manager and fire safety advisor, in order that existing protocols may be updated or reconsidered.

Policies and protocols will be published on the WSFT intranet, where they will be maintained and updated. The fire safety advisor should be contacted in relation to any questions or comments regarding fire safety protocols at Firesafety@wsh.nhs.uk

10 Responsibilities

The Trust's management have a duty, so far as is reasonably practicable; to ensure that there is a regime in place for fire safety.

A Chief Executive

The Chief Executive has overall responsibility for fire safety which includes ensuring that legal duties are met and adequate resources are made available for the Trust to meet its obligations for fire safety. Whilst the responsibility for managing fire safety is delegated to other officers in the Trust, the accountability remains with the Chief Executive.

The Chief Executive should appoint a board level director to act on their behalf to ensure that adequate structures are in place to ensure, so far as is reasonably practicable that fire safety is effectively managed.

B Executive Board Director accountable for fire safety – Director of Operations

The Director of Operations is the executive director who is appointed to champion fire safety at Board level within the Trust. Duties of the Director of Operations include:

- Appoint a Fire Safety Manager to advise on the management of fire safety and on all matters related to fire safety.
- Advise the Chief Executive in the event of a serious fire incident.

C Fire Safety Manager

The Trust's Estates Manager is appointed to carry out this role. The key requirement of this role is to ensure that structures are in place to ensure that as far as is reasonably practicable, arrangements are in place to comply with legislation and guidance and reduce the risks from fire. Duties of the Fire Safety Manager include:

- To keep abreast of fire safety legislation and guidance
- To develop a fire safety policy and procedures
- Development of an effective training programme
- To monitor the effectiveness of the Trusts fire risk assessment programme
- To put in place measures for fire safety risks particular to the Trust, including fire safety requirements for disabled staff and patients
- Put in place measures to investigate fire safety incidents
- Develop procedures for co-operation between organisations where two or more share premises
- To report fire incidents in accordance with current guidance
- Liaison with enforcing authorities
- Liaison with Trust staff on fire safety matters
- Providing an annual fire safety report

D Fire Safety Advisor

The Fire Safety Advisor is appointed by the Trust as a competent person to advise on all fire safety matters in relation to the Regulatory Reform (Fire Safety) Order 2005 (RRO).

They should provide advice and assistance to Trust staff on all fire related matters and for monitoring the fire Trust's fire safety policy and procedures.

The Fire Safety Advisor's duties include:

- Carrying out fire risk assessments to identify areas of concern and non-compliance.

- Advising and assisting in the application of fire safety measures to comply with legal requirements, NHS Firecode (HTM 05) and best practice. This should include, but not be limited to:
 - i. Ensure that premises are provided with appropriate means of escape and these can be used at all times
 - ii. Ensure that appropriate fire-fighting equipment is provided in premises
 - iii. Develop daily fire inspections to be undertaken by staff
 - iv. Ensure that premises have arrangements for action to be taken in the event of fire on the premises
 - v. Taking measures relating to the instruction and training of employees; and taking measures to mitigate the effects of fire.
- Liaison with Trust staff, estates managers and architects in the design, construction of new buildings and alterations to existing buildings in consultation with Building Control and the Fire Authority
- Liaison with the managers in preparing and participating in fire evacuation drills
- Ensuring that active and passive fire protection is periodically inspected and maintained to the relevant standard
- Ensuring all staff are aware of the incident reporting procedure and encourage incident reporting for fire related incidents
- To carry investigations and report on fire related incidents, together with recommendations where necessary.
- To respond to any fire incident to support the fire response team supervisor, during normal working hours.

E Managers / Heads of Departments / Persons in charge of a ward / department

Managers / Heads of Departments / Persons in charge of a ward/department have the delegated responsibility for the implementation and management of the fire policy in areas of their control. These responsibilities include and are not limited to:

- Liaising with other organisations in multi occupied premises through cooperation and co-ordination with other responsible persons
- Ensuring that staff in their areas of control are provided with a local induction and familiarisation with local emergency procedures.
- Conducting evacuation drills at intervals as recommended by the Fire Safety Advisor/Safety Team. All fire drills must be recorded in the fire safety manual.
- Monitoring that workplace fire safety inspections are completed and updating relevant records.
- Ensuring that all staff under their control receive fire training and are trained in the hazards related to the storage and use of Oxygen. Where a piped oxygen system is in use, persons in charge must be familiar with the procedure for isolating the Oxygen supply.
- ensuring the availability of a sufficient number of appropriately trained staff at all times to implement the local fire emergency action plan;
- Co-ordinating and directing staff actions in the event of a fire incident, which may include co-ordinating with the Fire Response Team and/or Fire & Rescue Service and accounting for all persons who were present in the building prior to the incident
- Ensuring that employees in areas of their control who have a mobility impairment or other disability which may affect either their awareness of a fire situation or affect their ability to evacuate have an individual Personal Emergency Evacuation Plan (PEEP) completed
- Advising the Fire Safety Advisor of fire incidents / false alarms and report through the Datix incident reporting system and assisting with investigations that are fire related.

- Assisting the WSFT Fire Safety Advisor in conducting fire risk assessments and taking action to remedy all significant findings that have been identified during the assessment process
- Ensuring that staff in areas of their control are aware of the location of all fire-fighting equipment
- Ensuring that the means of escape are kept clear of obstructions
- Ensuring that in the event of a fire alarm activation or discovery of a fire, that the Evacuation Tactical Plan and area specific fire action plans or evacuation plans are followed.
- Ensuring staff familiarise themselves with local fire alarm panels.
- Ensuring that all staff are familiar with security devices on escape doors or on manual call points that may be fitted to deter or prevent unauthorised use.

When a fire is discovered or the fire alarm system is activated a senior person on duty (known as 'the nominated senior person') will take charge and act as a Fire Marshal to co-ordinate and direct others. Additional training is available to those staff who may act as a nominated senior person.

F Switchboard/reception staff (West Suffolk Hospital)

Switchboard/reception staff have the delegated responsibility for carrying out the switchboard fire alarm and evacuation procedure.

G Fire Response Team (West Suffolk Hospital site)

Members of the portering and security teams will respond to any fire related incidents at the main West Suffolk Hospital site as a Fire Response Team. The portering supervisor will lead the FRT.

The Portering Supervisor will:

- respond to confirmed fire events;
- take responsibility for direction of the Fire Response Team;
- liaise with switchboard and operational commander (hospital control);
- liaise with the attending fire and rescue service;
- instigate the internal major incident plan (if required).

Members of the Fire Response Team will without compromising their safety:

- Continually monitor personal safety and alert other FRT members and people nearby of hazardous conditions
- work with clinical teams to evacuate patient areas from the point of greatest risk
- when trained undertake initial fire-fighting actions
- sweep the evacuated area to ensure no one is left behind
- respect individual needs to undertake an evacuation safely and effectively, whilst recognising personal impairments that may not be visible.
- Deter persons from re-entering risk areas until it is safe to do so.
- Liaise with the fire & rescue service to confirm access and hazard information, effectiveness of evacuation
- Act as an ongoing link during incidents to other hospital departments and key members of staff via the hospital switchboard
- Attend supplementary Fire Response Team and extinguisher training

H All Staff

All staff have duties and responsibilities in respect of the RRO and under the Health and Safety at Work Act 1974 to reduce the risk from fires. Duties of staff include and are not limited to:

- Complying with the trust fire policy and procedures
- Familiarising themselves with the fire safety and evacuation arrangements for areas where they work including temporary work locations
- Ensuring that a fire induction check sheet is completed and recorded on ESR
- Completing daily fire safety inspection reports when requested to do so
- Ensuring that fire safety training is carried out as required
- Taking an active part in any fire evacuation drills walkthrough drills or exercises
- Assisting the WSFT Fire Safety Advisor in conducting fire risk assessments
- Where Oxygen is stored, or in use, ensure all precautions for its safe use and storage are carried out before and during use.
- Familiarising themselves of the location and operation of all fire-fighting equipment.
- Ensuring that the means of escape are kept clear of obstructions.
- Ensuring that in the event of a fire system activation or discovery of a fire, that fire action and evacuation procedures are followed
- Be familiar with the operation of the local fire alarm panels.
- Inspecting electrical equipment before use and in accordance with the WSFT Electrical Systems Policy that includes where practicable, switching off appliances when not in use.
- Ensuring that cooking appliances are not left unattended and that they are regularly cleaned to prevent build-up of food debris, and grease.

11 Suffolk Fire & Rescue Authority

Suffolk Fire & Rescue Authority is the enforcing authority within the County of Suffolk for the Regulatory Reform (Fire Safety) Order 2005. Suffolk Fire & Rescue Service act on behalf of the Fire Authority and may audit the Trust's premises at any time, to ensure compliance on a risk based programme, where they have reason to believe there may be a breach of requirements or safety concern.

Appendix A

Fire Safety Group Terms of Reference

Purpose

- To consider, review and advise West Suffolk NHS Foundation Trust (WSFT) on fire safety policy (PP014) and all matters relating to Fire Safety best practice and Regulatory Reform (Fire Safety) Order 2005 compliance.
- To review theoretical and practical fire safety training and assessments to deliver and provide assurance of effective understanding and behaviours of responsibilities aligned to UK Skills for Health, Statutory/Mandatory Training Framework (fire safety)¹.
- To consider and advise on fire safety requirements to satisfy the Building Regulations 2010 and Construction, Design & Management Regulations 2015 relating to any material change to buildings; specifically in relation to building or refurbishment works that may affect the fire strategy and capital development projects.
- Governance reporting is via Health and Safety Committee with quarterly and annual fire safety reports produced by the Fire Safety Manager, WSFT Fire Safety Advisor and Community Compliance Officer.
- The Group will meet quarterly and prior to the Health & Safety and Corporate Risk Committee meetings.

Matters raised and reported by the fire safety group are presented to the Corporate Risk Committee and the West Suffolk NHS Foundation Trust. The Chief Executive has overall accountability and responsibility for the management of fire safety, as identified within the WSFT Fire Safety policy PP014.

Core Membership

Fire Safety Manager – Chair
WSFT Fire Safety Advisor – Deputy Chair
Community Compliance Officer
Estates and Facilities Projects Manager
Head of Emergency Planning & Resilience
Nominated Matron – clinical and or medical
Portering & Security Manager
Supervisor from Fire Response Team Leaders Group
Health, Safety and Risk Manager
Housekeeping Manager

Human Resources (Education and Training) to attend annually, in anticipation of training review, to provide feedback on training and requirements prior to mandatory training review (held annually in autumn, c.September)

Suffolk Fire and Rescue Service – Open invitation and copied into papers for information.

Admin support provided by Facilities Directorate.

Co-Opted Membership

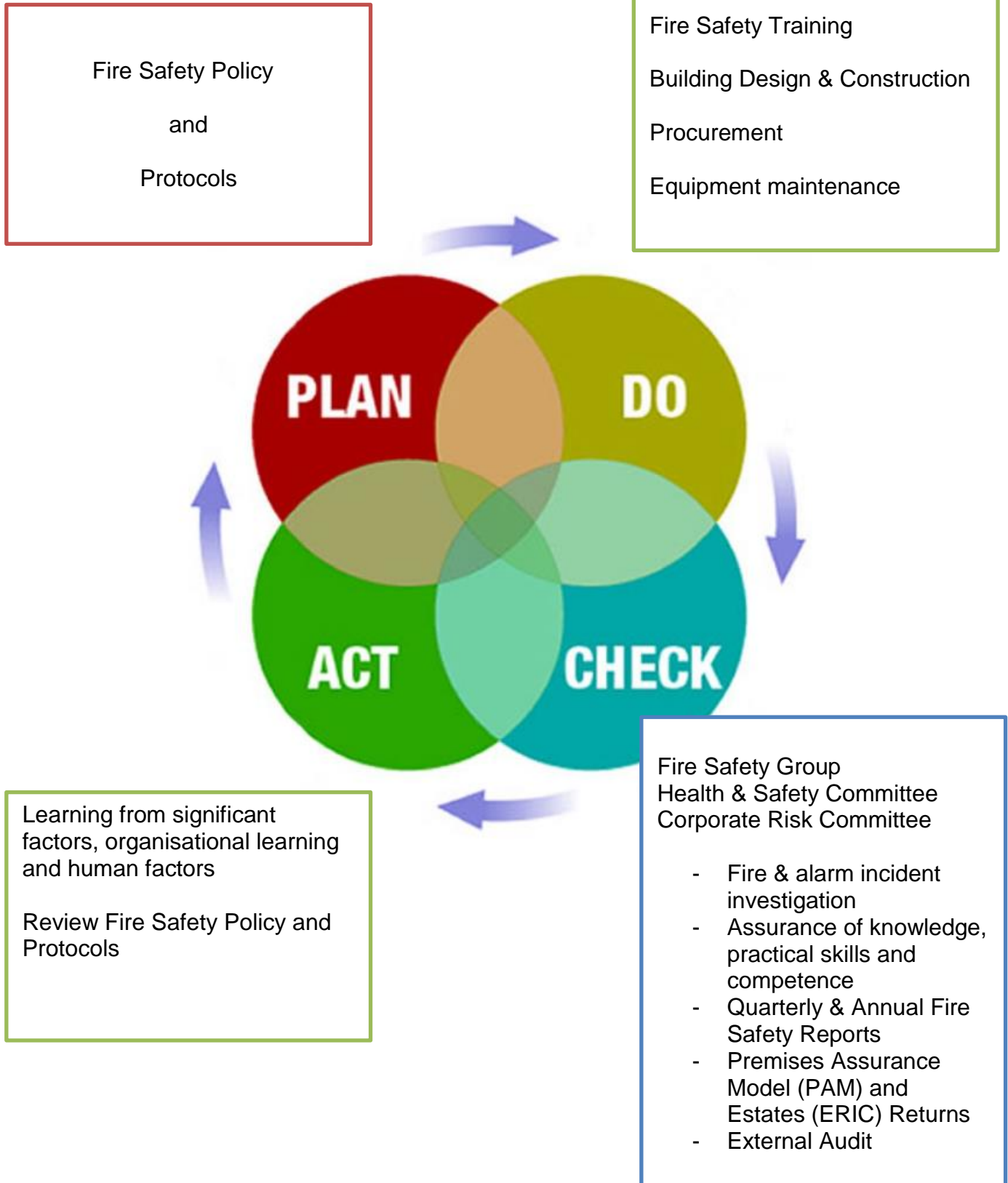
Other Persons as required by the group to be invited to attend

¹ UK Core Skills Training Framework V1.6 (June2019) [\[available online\]](#)

Remit of Group

1. Fire Safety – To continually improve fire safety through sharing best practice, monitoring and refreshing working practices.
2. Fire Training – Annually or as required to Review the fire safety training needs analysis, the types of training, method of delivery face to face, eLearning and fire drill planning for all staff roles and location.
3. Fire Safety Policy (PP014) – to review the policy every three years or as required and assure it remains aligned with other WSFT Strategies & policies, legislation and best practice (Ref PP001 Document Development and approval).
4. Annually to review the findings of fire risk assessments, to management fire safety actions and risk reduction.
5. Regularly, to review and consider management actions necessary to reduce the number and consequences of fire incidents, false alarm fire signals and unwanted fire alarm calls.
6. New fire safety concepts and technology should be brought to the attention of the group via the Fire Safety Advisor and/or Capital Development Team.
7. Fire Safety reports and statistical analysis for the Health & Safety Committee, including WSFT (including community) quarterly and annual fire report should be tabled for consultation and scrutiny.
8. Prepare the Trust for any audits or inspections by Suffolk Fire & Rescue Service under the Regulatory Reform (Fire Safety) Order 2015 and report outcomes and non-compliance issues, to advise actions taken and action plans for further steps as may be required.
9. To manage any potential conflict between WSFT fire safety policy and procedures and other WSFT policies and procedures; including security.
10. To formally liaise with Capital Development Team on fire safety matters, fire safety backlog, development and refurbishment projects.

Appendix B
Fire Safety Planning & Review Cycle



Trust Template (End Page)

Author(s):	Ian Stuchbury (Fire Safety Manager), Jeremy Williams (Fire Safety Advisor)
Committee responsible for monitoring	Fire Safety Group as sub group of Health & Safety Committee
Other contributors:	Emergency Planning Officer
Approvals and endorsements:	Health & Safety Committee
Consultation:	'Fire Safety Group' and 'Health and Safety Committee' membership
Issue no:	PP(020)014
File name:	WSFT Intranet//Fire Safety Policy PP(020)014
Supercedes:	PP(017)014
Equality Assessed	Yes
Implementation	Approved following H&S Committee 17January2020 and subsequent comments received, on 31 January 2020
Monitoring: (give brief details how this will be done)	The Fire Safety Group and H&S Committee will monitor implementation as outlined within this policy
Other relevant documents/documents & references:	WSFT Health, Safety & Welfare Policy PP018 WSFT Fire Safety Protocols The Regulatory Reform (Fire Safety) Order 2005 The Health and Safety at Work Act 1974 The Management of Health and Safety at Work Regulations 1999 The Building Regulations 2010 Firecode – fire safety in the NHS. Health Technical Memorandum (HTM) 05 series (Department of Health)
Additional Information:	Rotherham, Doncaster and South Humber NHS Foundation Trust (2012) Fire Safety Policy [online] Available at https://www.rdash.nhs.uk/wp-content/uploads/2014/04/Fire-Safety-Policy-v7.pdf (accessed on 4Oct2019)

Local equality analysis: Fire Safety Policy PP(020)014

1. Description of decision:

Fire Safety Policy

2. Main aims and purpose of the policy/service development

To deliver and maintain safe systems and fire safety arrangements

3. Main elements of the policy/service development

Fire safety policy is to be supported by procedures which will identify detailed working arrangements

4. Key stakeholders

All staff, patients and visitors to any WSFT premises

5. Policy implementation date and responsibility for implementation

To replace previous policy as updated and once approved for publication through Fire Safety Group and Health & Safety Committee

6. Data used to inform this assessment

Not applicable

7. Consultation and engagement

Circulated to all members of the Fire Safety Group and Health & Safety Committee.

8. Arrangements for sharing the Trust's Equality Impact Assessment

Appended to policy document which is readily available through staff intranet

9. Practical actions to reduce or remove adverse/negative impacts

Any concerns or recommendations in relation to the fire safety policy may be raised directly to the fire safety advisor for consideration and inclusion, or referred directly to the chair of either the fire safety group or Health & Safety Committee.

10. Monitoring arrangements

Fire drills and personal emergency evacuation plans are included within the monitoring arrangements set out within the policy.

11. Does policy or service development have any influence on any of the equality strands in relation to: Promoting equality, eliminating discrimination, achieving equality?	Yes	No
Race		✓
Religion or belief		✓
Disability	✓	
Gender		✓
Sexual orientation		✓
Age		✓
Trans identities		✓
Maternity and pregnancy		✓
Marriage and civil partnership		✓

12. Analysis of the updated policy or service development

Element of policy	Detail	Impact on promoting equality, eliminating discrimination, achieving equality
4	The policy sets out in broad terms the measures for means of escape.	Means of escape is an inclusive reference for any person who may frequent a building. The design and management of all WSFT buildings must take into consideration and plan adequate means of escape, which includes exits, lighting, wayfinding etc in accordance with best practice and regulations (Ref HTM 05).
10G	Fire Response Team members are made responsible to respect individual needs to undertake an evacuation safely and effectively, whilst recognising personal impairments that may not be visible.	The evacuation of any persons is to be undertaken with due regard for any impairment, thus promoting equality, access to public buildings and eliminating the chances of discrimination.
10E	Staff with managerial responsibilities are responsible for ensuring that employees in areas of their control who have a mobility impairment or other disability which may affect either their awareness of a fire situation or affect their ability to evacuate have an individual Personal Emergency Evacuation Plan (PEEP) completed.	Staff who may have a disability may wish to have consideration given to a PEEP, to consider reasonable adjustments that may be made to their workplace and to ensure adequate arrangements are provided to give warning in case of fire and means of escape. The procedure for undertaking a PEEP will be further detailed within in WSFT fire safety protocol.

Date: 31 January 2020