

Fire Safety Management

Fire Safety Management Protocol

Regulatory Reform (Fire Safety) Orders 2005

FIRE SAFETY MANAGEMENT PROTOCOL

1. INTRODUCTION

This protocol contributes to the overall development of fire safety protocols as recommended within Health Technical Memorandum 05-01 Managing healthcare fire safety (second edition). This protocol addresses 'Fire Safety Management'.

2. SCOPE

This protocol will be implemented throughout all premises, or parts of premises, which the Trust owns, occupies or those for which the Trust is responsible for maintaining and delivering health care services.

3. ROLES AND RESPONSIBILITIES

Trust Board

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

The Trust Board will ensure that they receive appropriate assurance that the requirements of current fire safety legislation and the objectives of "*Firecode*" are being met.

The Trust Board discharges the duties and responsibilities for Fire Safety through the Chief Executive and Executive Director with fire safety responsibility.

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 Department of Health 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 including sufficient contractual arrangements to ensure compliance with the trusts policies.

The Chief Executive has discharged the day to day operational responsibilities through the Director with Fire Safety responsibility.

Director with Fire Safety Responsibilities (Chief Financial Officer)

The Director with Fire Safety Responsibilities will ensure there is a clearly defined management structure for the delivery, control and monitoring of fire safety measures. This includes the responsibility and lines of accountability for fire safety throughout the trust. (See fire accountability organogram).

The Director with Fire Safety Responsibilities is responsible for ensuring that any significant fire safety issues are highlighted to the Board.

This responsibility will extend to ensure that adequate provision is made within the Trust Capital programme help the Trust to comply with legislation and "Firecode".

At an operational level the Director with Fire Safety Responsibilities will;

Assist the Chief Executive with Board level responsibilities for fire safety matters.

Ensure that the Trust has in place a clearly defined fire safety policy and 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

legislation (including Department of Health “Firecode”).

Ensure that all proposals, for new buildings and alterations to existing buildings, are referred to the Fire Safety Manager and the Fire Prevention & Security Management Specialist 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 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 certificate of fire safety management is evidenced prior to signature by the Chief Executive.

In line with delegated authority the Director with Fire Safety Responsibilities has chosen to devolve these duties to the Head of Estates & Facilities but accepts that he retains accountability for these tasks as Director with Fire Safety Responsibilities.

Associate Director of Estates and Facilities(Fire Safety Manager)

The Fire Safety Manager acts as a focus for all fire related matters in the organisation. The level of accountability will be through the Director with fire safety responsibilities.

The Fire Safety Manager is tasked with and will be responsible for:

- The day-to-day monitoring and implementation of the Trust Fire Safety Policy.
- The reporting of non-compliance with legislation, policy and procedures to the Director with Fire Safety Responsibilities.
- Obtaining expert advice on fire safety including expert technical advice on the interpretation and application of Firecode.
- Raising awareness of fire safety features, their purpose throughout the trust and promoting fire safety throughout the Trust.
- The development, implementation, monitoring and review of the Trusts fire safety management system.
- The development, implementation, monitoring and review of the Trusts fire safety policy and protocols.
- Ensure that fire risk assessments are undertaken, recorded and suitable action plans devised.
- Ensure risks highlighted by the risk assessment process are included in the Trust risk register as appropriate.
- The operational management of fire safety risks identified by a risk assessment.
- The development, implementation, monitoring and review of the Trusts fire emergency action plan.
- The development, delivery and audit of an effective training programme.
- The recording and reporting of incidents in accordance with trust policy and any external requirements.
- The monitoring, reporting and initiating measures to reduce false alarms and unwanted fire signals.
- Liaising with external enforcement agencies.
- Liaising with Trust managers.
- Liaising with the appointed Authorising Engineer (Fire).
- Monitoring the inspection and maintenance of fire safety systems to ensure it is being carried out.
- Ensure that suitable fire safety audits are undertaken, recorded and outcomes are suitably reported.

- Provide a link to the relevant Trust committees.
- Ensure an appropriate level of management is always available by the establishment of Fire Response Teams for all Trust sites and premises.

Specialist Fire Advisor

The Fire Safety Advisor will be accountable to the Fire Safety Manager for matters of fire safety and the provision of competent fire safety advice.

The Fire Safety Advisor 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 Firecode.
- Assisting with the review of the content of the Trust's fire policy.
- Assisting with the development and delivery of a suitable and sufficient fire training programme for staff.
- The assessment of fire risks within the premises owned or under the control of the trust.
- The preparation of fire prevention and emergency action plans.
- The investigation of all fire related incidents and fire alarm actuations.
- Liaison with the local fire and rescue services.
- Liaison with the enforcing authorities on technical issues.
- Liaising with Trust managers and staff on fire safety issues.
- Liaising with the appointed Authorising Engineer (Fire).

Authorising Engineer (Fire) – Externally Appointed

The Authorising Engineer (Fire) will act as an independent professional advisor to Sherwood Forest Hospitals NHS Foundation Trust. The Authorising Engineer (Fire) will act as an assessor, monitor the performance of the fire safety management and provide an audit report to the Director with Fire Safety Responsibilities.

The Authorising Engineer (Fire) must be a qualified chartered engineer and a member of the Institution of Fire Engineers or chartered member of a similar body.

The Authorising Engineer (Fire) will be expected to demonstrate competence in their particular field of expertise.

Competent Person (Fire)

Installers and those employed or contracted to maintain fire safety equipment 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 or services such as:

- Fire alarm and detection systems.
- Portable fire-fighting equipment.
- Fire suppression systems.
- Dry riser water mains
- Fire-fighting hydrant systems.
- Fire dampers

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

Local Management

Divisional Manager, Matrons, Department Managers, and Ward Leaders/Sisters have responsibility for:

- Monitoring 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.
- Notifying the fire safety advisor of any proposals or considerations to change use including any temporary work which may impact on the risk assessment and ultimately the safety within their area.
- Reporting any defects in the fire precautions and equipment in their area through the helpdesk and ensuring that appropriate remedial action is taken.
- Escalating any failures of the contract service provider to respond and rectify defects within a reasonable period through the trust estates and facilities contract management team.
- Ensuring that local fire emergency action plans are developed, brought to the attention of all staff and adequately rehearsed to ensure sufficient emergency preparedness.
- Ensuring the local fire emergency action plan is revised in response to changes including temporary works which may affect response procedures.
- Ensuring the availability of sufficient numbers of appropriately trained staff at all times to implement the local fire emergency action plan.
- Ensuring the duties outlined in this document 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 fire safety training matrix.
- Ensuring that all new staff on their first day in the ward/department are given basic familiarisation training within their workplace to include:
 - Local fire procedure and evacuation plan
 - Means of escape
 - Location of fire alarm call points
 - Fire-fighting equipment
 - Any fire risks identified in the area
- 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 protocol documents.
- Ensuring that the staff record is completed to indicate how this document has been brought to the attention of all staff.
- Where appropriate ensure that sufficient fire marshals are identified and appointed to their specific areas of responsibility.

Fire Warden

The size and complexity of the trust premises requires the necessity to have local fire wardens to ensure there is a focal point for staff locally.

The fire warden will act as the eyes and ears within the local area but will not be expected to have an enforcement role. They will report any deficiencies or identified issues to Heads of Service, Matrons, Department Managers, and Ward Leaders/Sisters and if necessary to the Fire Safety Manager or Fire Safety Advisor.

The Fire Warden will:

- Act as the focal point on fire safety issues for the local staff.
- Organise and assist in the fire safety regime within the local area.
- Raise issues regarding local fire safety with their line management.
- Support line managers with their fire safety issues.
- Report any issues to the Helpdesk

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 Fire Incident Manager.

The Fire Incident Manager is required to:

- Take control of the incident.
- Direct the local response.
- Ensure that the fire alarm has been actuated and that staff in the area are aware of the incident.
- Ensure that the back up call 2222 has been made and all available information gathered regarding the location.
- Initiate the local fire emergency action plan.
- Determine whether evacuation is necessary or required under the under the local emergency plan and commence the evacuation if appropriate.
- Liaise with the Response Team and Response Team Leader on their arrival.

Fire Response Team Leader

A senior manager will be nominated as the Response Team Leader on each of the Trust owned premises or 'Under the Control of the Trust' to ensure initial control of an emergency.

The Response Team Leader is required to:

- Respond to fire alarms and fire events confirmed or otherwise.
- 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 (where considered necessary).

Fire Response Team

The Fire Safety Manager will ensure that there is an established Fire Response Team on all Trust sites. Local site circumstances will determine the quantity of people and skills profile required.

The Fire Response Team procedure reflects and is integrated with the trust major incident policy and procedures.

All Staff, Contract Staff and Volunteers

All staff, contract staff and volunteers should:

- Comply with the Trust fire safety protocol and fire procedures.
- Participate in fire safety training and fire evacuation exercises where applicable.
- Report deficiencies in fire precautions to line managers and fire marshals.
- Report fire incidents and false alarm signals in accordance with trust protocols and procedures.
- Ensure the promotion of fire safety at all times to help reduce the occurrence of fire and unwanted fire alarm signals.
- Set a high standard of fire safety by personal example so that members of the public, visitors, students will leave trust premises with a positive image regarding the good fire safety practice displayed by the organisation as a whole and acceptance that good fire safety practice is the normal condition.

Fire Safety Committee & Estates Governance Committee

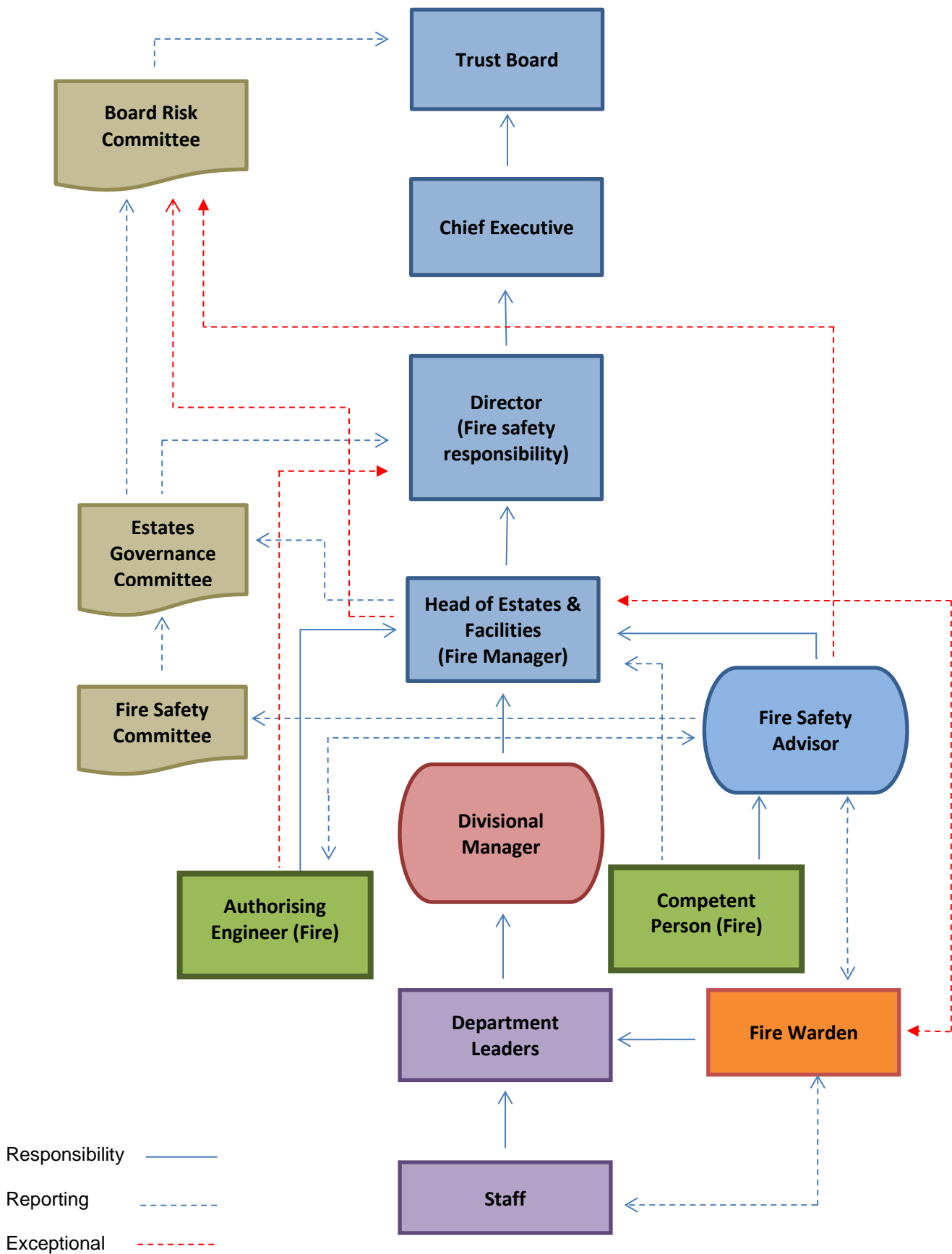
Sherwood Forest Hospitals NHS Foundation Trust Fire Safety Committee and Estates Governance Committee review all matters in relation to fire safety. The committees review fire incidents, false alarm, unwanted signal actuations, any enforcement notices issued by the fire authority and staff training.

In certain circumstances fire related issues will also be reviewed by the Health & Safety Committee and in exceptional circumstances by the Trust Risk Board.

In such circumstances the relevant 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 or Fire Safety Advisor may consider themselves to be professionally compromised.

4. TRUST FIRE ACCOUNTABILITY ORGANOGRAM

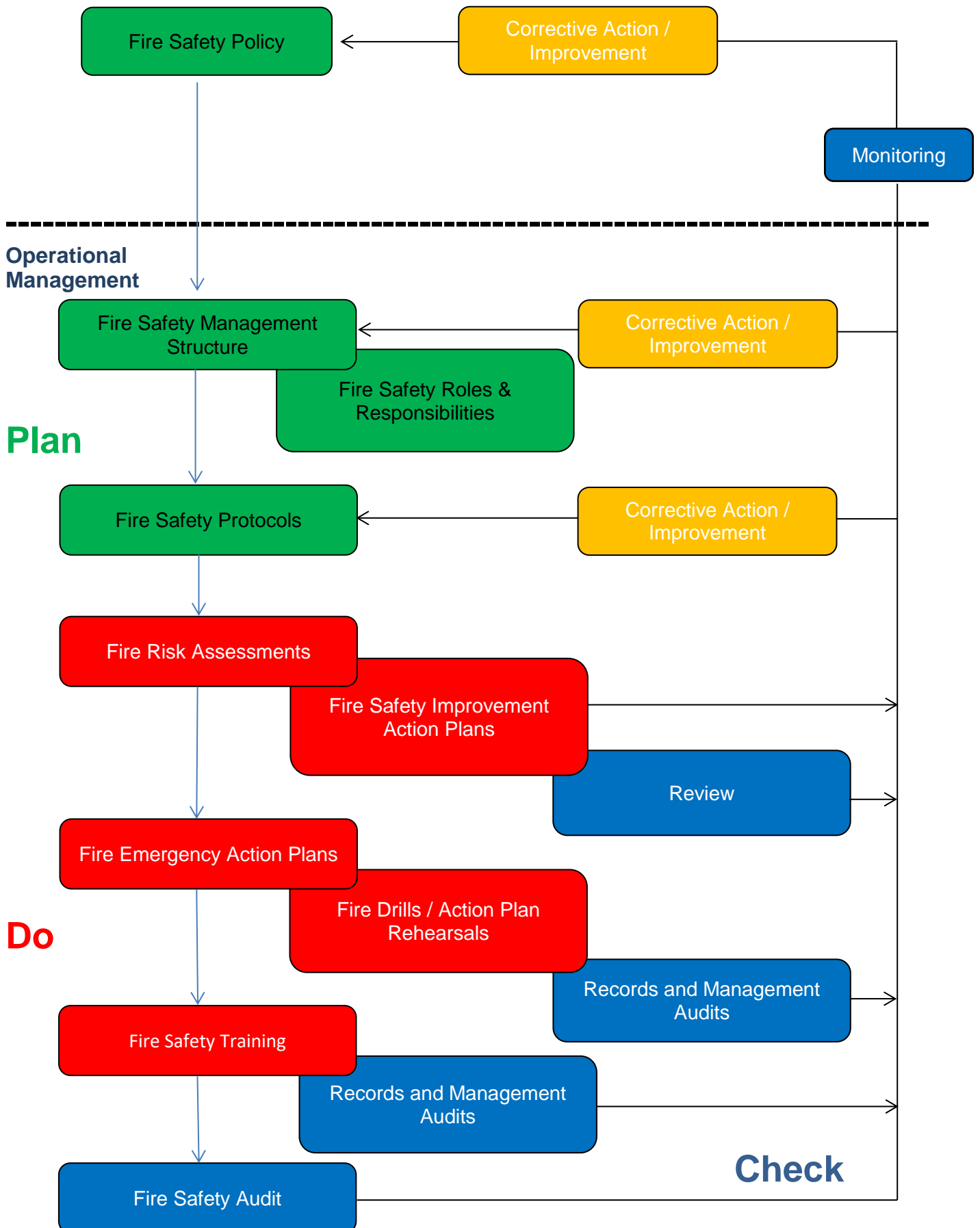
Fire Safety Management Accountability



5. FIRE SAFETY MANAGEMENT SYSTEM

Trust Board

Act



Plan	Establish fire safety policy, objectives, targets, control, protocols and procedures relevant to improving fire safety management in order to deliver results that align with the Trust overall policies objectives.
Do	Implement and operate the fire safety policy, controls, processes and procedures.
Check	Monitor and review performance against fire policy and objectives. Report results to management for review, and determine and authorise actions for remediation and improvement.
Act	Maintain and improve the fire safety management system by taking corrective action based on the results of the management review and fire safety audit. Reappraise the scope of the fire safety management system, the fire policy and objectives.

6. RELATED DOCUMENTS

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

Available at:

<http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

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

Available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/192065/HTM_05-01.pdf

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