



Western Health
and Social Care Trust

FIRE SAFETY POLICY

March 2018

Policy Title	Fire Safety
Policy Reference Number	Corpo11/002
Original Implementation Date	June 2011
Revised	1st Review 2014 2nd Review 2018
Review Date	2021
Responsible Officer	Director of Performance and Service Improvement

Summary

Title: Fire Safety Policy

Fire is a potential hazard in all HPSS premises. The consequences of fire in a health and social care premises can be especially serious given the risks associated with evacuating clients, staff and visitors.

It is the policy of the Western Health and Social Care Trust (hereafter 'Trust') to ensure as far as reasonably practical, that all steps are taken to prevent fire, and minimise its effects in all premises owned or occupied by the Trust.

Policy Purpose

Policy aims to prevent fire, and to ensure arrangements are in place to initiate prompt and effective action in the event of a fire incident, and to ensure clients, staff and visitors can be safely evacuated.

Policy details how the Trust strategically meets its obligations in respect of fire safety.

Policy Objectives

In accordance with The Fire Services Order (NI) 2006 and The Fire Safety Regulations (Northern Ireland) 2010, this policy aims to outline Trust fire safety management arrangements, and to detail Chief Executive and Board commitment to fire safety.

Policy Statement(s)

The Trust is committed to a high quality approach to maintaining a fire safe environment.

The Trust shall ensure effective management arrangements are in place in accordance with relevant legislation and Firecode guidance.

In accordance with The Fire Services Order (NI) 2006 and The Fire Safety Regulations (Northern Ireland) 2010, the Trust will undertake a programme of fire risk assessment in all premises, and remove or reduce fire risks in its Estate as far as reasonably possible.

This policy the underpinning mechanism for managing fire safety within the Trust, and is implemented by Trust Fire Safety Manual.

1.0 Introduction

Fire is a potential hazard in all HPSS premises. The consequences of fire in a health and social care premises can be especially serious given the risks associated with evacuating clients, staff and visitors.

It is the policy of the Trust to remove, reduce and manage fire risks across its Estate.

2.0 Scope

Scope of this policy extends to all areas owned or occupied by the Trust. Policy applies to all employees, lessors, lessees and those undertaking service provision and activities on behalf of the Trust.

3.0 Roles and Responsibilities

Trust Board

Trust Board shall ensure that the organisation complies with fire safety legislation and guidance, and that adequate resources are made available to meet Trust's fire safety requirements.

Trust Board's corporate responsibility for ensuring the implementation of fire safety arrangements is devolved through Chief Executive.

Chief Executive

Chief Executive has ultimate accountability for ensuring that the organisation and arrangements for fire safety are effective in providing a safe working environment.

Executive Director (Fire)

Director of Performance and Service Improvement has overall responsibility for Trust fire safety arrangements to ensure compliance with fire safety legislation and guidance (including application of Firecode), and that agreed programmes for investment are included in annual business plan.

Responsibility is devolved through Assistant Director of Facilities Management to Head of Estates Management (Trust Nominated Officer – Fire).

Directors

Directors are responsible for fire safety arrangements within Directorate to ensure compliance with this policy, legislation and guidance.

Directors must ensure that adequate Nominated Officers (Fire) are appointed in each premises to ensure cover at all times, and ongoing effective management of fire safety arrangements within Directorate.

Assistant Directors

Assistant Directors are responsible to ensure compliance with this policy and for fire safety arrangements within area of responsibility to ensure compliance with legislation and guidance.

Trust Nominated Officer (Fire)

Head of Estates Management (Trust Nominated Officer - Fire) is responsible to assist Executive Director (Fire) to implement fire safety policy.

As Chair of Fire Safety Working Group, Trust Nominated Officer (Fire) is responsible to coordinate Trust fire safety arrangements at operational level to ensure compliance with legislation and guidance, and provision of safe working environment across Trust Estate.

Head of Estates Management is assisted in role by:

- Head of Specialist Services & Medical Engineering (Nominated Deputy)
- Estates Environment Manager
- Specialist Fire Safety Advisers

Nominated Officers (Fire)

Nominated Officers (Fire) across the Trust are responsible for management of fire safety arrangements on day-to-day basis within area of responsibility – in accordance with Trust Fire Safety Manual.

Nominated Officers (Fire) must ensure effective arrangements to prevent fire; and in the event of a fire incident - coordinate action of staff (in accordance with site specific fire emergency procedures).

All Staff

Each employee is responsible to conduct their work in accordance with fire safety arrangements for their area, including attendance at fire safety training.

Trust Fire Safety Working Group

Trust multi-discipline group to coordinate and monitor fire safety arrangements across Trust - to ensure compliance with legislation and guidance, and provision of safe working environment.

Estates Fire Safety Operational Group

Estates technical group to monitor and review fire safety arrangements across Trust – to provide specialist advice on compliance with legislation and guidance, and provision of safe working environment.

Fire Safety Advisers

Trust has four directly employed specialist Fire Safety Advisers.

Fire Safety Advisers are responsible to provide technical expertise and advice on application and interpretation of fire safety legislation and guidance (including Firecode) to staff at all levels across Trust.

4.0 Policy Objectives

Trust recognises its duty in respect of fire safety legislation and guidance, and is committed to eliminate or minimise the risk to all those who are within or are affected by its Estate.

In all premises owned or occupied by Trust, duty will be discharged insofar as is reasonably practical - by ensuring:

- compliance with fire safety legislation and guidance (including Firecode)
- persons with fire responsibilities are nominated
- fire risks are assessed and recorded by fire risk assessment
- monitoring and audit of fire safety arrangements
- documented site specific emergency evacuation plans/procedures
- provision of appropriate fire safety training to staff
- co-operation and communication with other users
- monitoring and reporting of fire incidents

5.0 Implementation

Policy approved by Trust Board.

In order to ensure effectiveness of policy, Trust will seek to gain confidence of all stakeholders by communicating policy fully across the organisation.

Policy will be electronically available on Trust Intranet (internal communication) and Trust Internet site (external communication).

Policy is implemented by Trust Fire Safety Manual, and effectiveness of policy will be monitored and reviewed by Fire Safety Working Group.

6.0 Sources (s) / Evidence Base

PRIMARY LEGISLATIVE INSTRUMENTS

The Health and Safety at Work (NI) Order
Fire Safety Regulations (NI) & Fire & Rescue Services Order (NI)
Building Regulations (NI)
Housing (NI) Order
Housing (Management of Houses in Multiple Occupation) Regulations (NI)
Management of Health and Safety at Work Regulations (NI)
Health and safety (Safety Signs and Signals) Regulations (NI)
Dangerous Substances and Explosive Atmosphere Regulations
Corporate Manslaughter Act

SUBSIDIARY LEGISLATIVE INSTRUMENTS:

FIRECODE:

HTM 05-01 Management of fire safety
HTM 05-02 Fire safety in design of healthcare premises
HTM 05-03 Parts, A, B, C, D, E, F, G, H, I, J, K, L & M

NIHTM 84 Fire risk assessment in residential care premises

OTHER:

DHSSPSNI & NIFRS Fire risk assessment guides

7.0 Consultation and Review Process

The Regional Policy Sub-Group in consultation with nominated specialists from each Trust has developed this Policy.

This policy will be reviewed regularly by Trust Fire Safety Working Group to take cognisance of changes in legislation and guidance.

8.0 Equality Screening

This policy has been screened for equality implications as required by Section 75, Schedule 9 of the Northern Ireland Act, 1998. Using the Equality Commission's screening procedure, no significant equality implications have been identified.

This policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with the European Convention Rights contained in that Act.

The following Equality issues were identified:-

- Specific needs of people with disabilities
- Communication support needs of people whose first language is not English

Actions taken to address these needs in Policy:-

In our staff / client training on occasion we bring in sign language interpreters for clients with hearing impairments.

All our procedures take into account that many patient / clients have mobility issues.

Fire exit signs have symbols that people with learning disability would understand.

Nominated Officers (Fire) will be aware of any staff with disabilities in their section and will ensure their safe evacuation in the event of a fire.

Consider incorporating into training how we can better communicate with patients, clients and visitors whose first language is not English.

9.0 Other Policies

Other Trust policies impact on fire safety arrangements. Examples include:

- Risk Management Policy
- Health & Safety Policy
- Incident Reporting Policy
- Security Policy
- Environment Policy

10.0 Procedure(s)

This policy is implemented by Trust Fire Safety Manual, Fire Emergency Plans and associated emergency procedures.

Fire Safety Manual details a set of step-by-step instructions that describe the appropriate method for carrying out tasks or activities to achieve the highest standards possible and to ensure efficiency, consistency and safety.

Fire Safety Management Structure

