University Hospitals of Morecambe Bay
NHS Foundation Trust

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Document Title: Fire Safety Management 2017 - 2020	**Version Number:** 5.1
	Status: Ratified
Scope: All staff/Patients and general public	**Classification:** Organisational
Author / Title: Andy Nixon, Fire Safety Adviser	**Responsibility:** Estates & Facilities
Replaces: Version 5, Policy for Fire Safety Management 2017 – 2020, Corp/Pol/121	**Head of Department:** Tristram Reynolds, Associate Director of Estates & Facilities
Validated By: Health & Safety Committee	**Date:** 30/03/2017
Ratified By: Procedural Documents and Information Leaflet Group	**Date:** 19/04/2017
Review dates may alter if any significant changes are made	**Review Date:** 01/03/2020
Which Principles of the NHS Constitution Apply? **Please list from principles 1-7 which apply** Principles	**Which Staff Pledges of the NHS Constitution Apply?** **Please list from staff pledges 1-7 which apply** Staff Pledges
Does this document meet the requirements of the Equality Act 2010 in relation to Race, Religion and Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity, Pregnancy & Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social Economic Deprivation discrimination? **Yes**	
Document for Public Display: Yes	
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BEHAVIOURAL STANDARDS FRAMEWORK

To help create a great place to work and a great place to be cared for, it is essential that our Trust policies, procedures and processes support our values and behaviours. This document, when used effectively, can help promote a workplace culture that values the contribution of everyone, shows support for staff as well as patients, recognises and celebrates the diversity of our staff, shows respect for everyone and ensures all our actions contribute to safe care and a safe working environment - all of which are principles of our Behavioural Standards Framework.

Behavioural Standards Framework – Expectations 'at a glance'

Introduce yourself with #hello my name is…	Value the contribution of everyone	Share learning with others
Be friendly and welcoming	Team working across all areas	Recognise diversity and celebrate this
Respect shown to everyone	Seek out and act on feedback	Ensure all our actions contribute to safe care and a safe working environment
Put patients at the centre of all we do	Be open and honest	For those who supervise / manage teams: ensure consistency and fairness in your approach
Show support to both staff and patients	Communicate effectively: listen to others and seek clarity when needed	Be proud of the role you do and how this contributes to patient care

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1. SUMMARY

This Policy is based on guidance contained in Health Technical Memorandum 05-01: Managing healthcare fire safety (Second edition) and sets out the arrangements for developing and managing the University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT) Fire Safety Strategy. It is important that staff understand how approved documents impact on their work and how such documents are, developed, approved and their content distributed and communicated.

The document sets out roles, responsibilities and expectations in accordance with legislative obligations and Department of Health (DoH) guidance. Documents to follow will expand on this overarching Policy, and set out clear procedures to guide staff in the day-to-day management of Fire Safety.

2. PURPOSE

The purpose of this Policy is to provide an unambiguous statement of the fire safety policy applicable to UHMBT and to premises where patients of University Hospital Morecambe Bay Trust (UHMBT) receive treatment or care, excluding a single private dwelling.

This fire safety policy aims to minimise the incidents and false alarms of fire throughout all activities provided by, or on behalf of, UHMBT. 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. Where false alarms of fire occur the policy aims to reduce any disruption of care to patients and cost to the Fire & Rescue Services.

3. SCOPE

This policy applies wherever UHMBT owes a duty of care to service users, staff or other individuals. This will include premises owned by the Trust and occupied by external agencies.

4. POLICY

4.1 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.

4.2 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

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- 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
- provide guidance and advise on the development 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.

4.3 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
- periodic third-party fire safety audit.

4.4 Duties under the Policy

4.4.1 Legislative Responsibilities
The two primary pieces of legislation that impose statutory fire safety duties are the Building Regulations 2010[2] and the Regulatory Reform (Fire Safety) Order 2005[3]. The former of these focuses on the minimum functional fire safety requirements that must be met in the provision of a new building or the material alteration or change of use of an existing building. The latter is concerned with the continued fire safety provisions to protect relevant persons.

4.4.2 Building Regulations 2010
The Regulations consider five aspects of fire safety in the construction of buildings as set out in Part B of Schedule 1:
- B1 Means of warning and escape
- B2 Internal fire spread (linings)
- B3 Internal fire spread (structure)
- B4 External fire spread
- B5 Access and facilities for the fire service

4.4.3 Fire Safety Order
The Regulatory Reform (Fire Safety) Order 2005[3] is the principal legislative control regarding fire safety. Responsibility for complying with the Order rests with the Responsible person, which at UHMBT will be the employer represented by the Trust Board. The Order requires that the Responsible person puts in place all necessary fire precautions to protect relevant persons in the event of fire in and around the premises. Also imposed are a number of duties in respect of measures to reduce the risk of fire and the risk of the spread of fire on the premises.

The duties imposed by the Fire Safety Order on the Responsible person are, also

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imposed on every person, other than the responsible person, who has to any extent control of a particular area.

4.4.4 Other Responsibilities

4.4.4.1 Department of Health (DH) Firecode
The Trust will, as far as is reasonably practicable and appropriate, comply with the NHS Firecode guidance. Firecode is a suite of guidance documents produced by the DH specifically covering Fire Safety in the NHS in England. It considers management, functional requirements, and operational provisions.
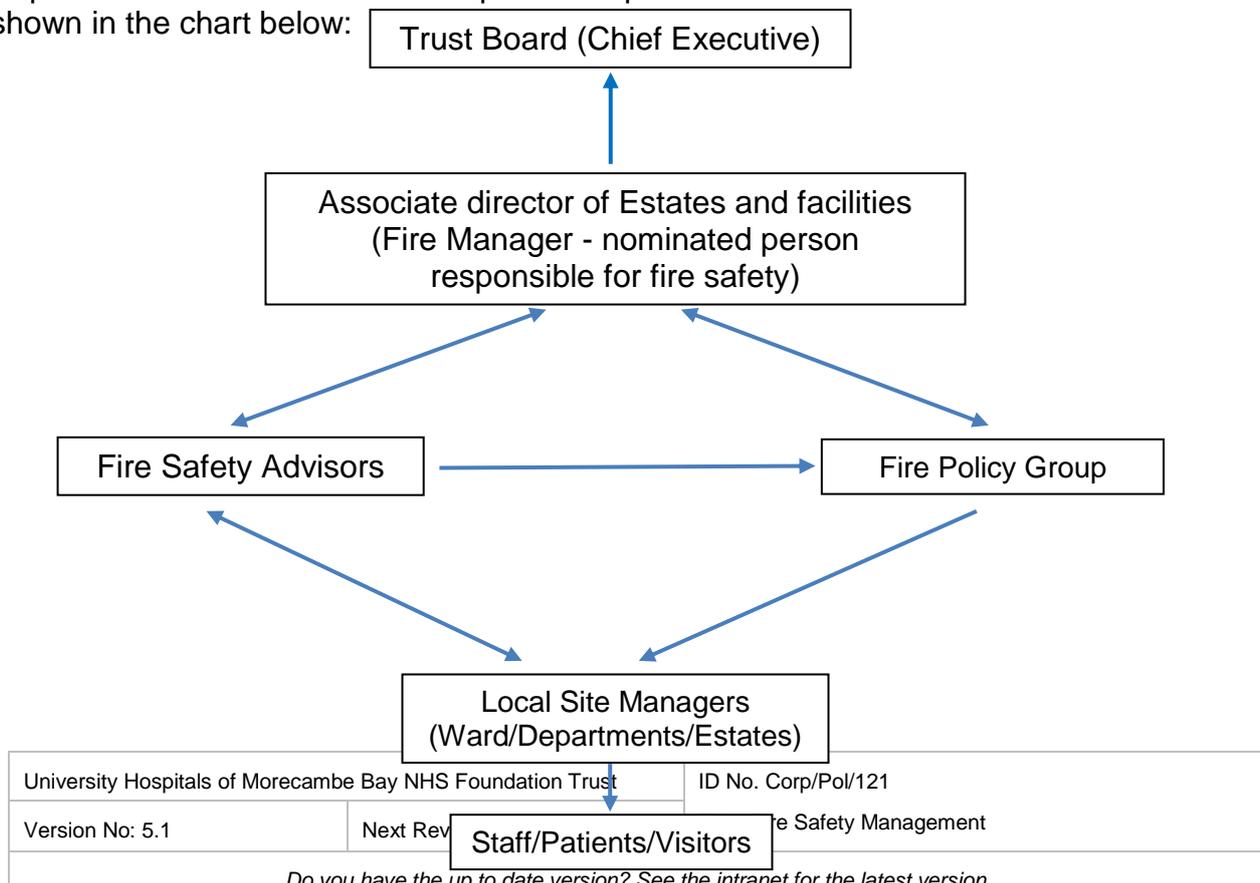
The range of Trust premises providing healthcare is extensive and therefore guidance within Firecode may not specifically address every issue for all buildings. The Trust will use professional judgement when considering Fire Safety measures to be applied to its buildings, taking into account:

• the type of healthcare being provided
• the average age and dependency of patients
• planned staffing levels
• the size of the building

Whilst Firecode provides a means of achieving an acceptable standard of fire safety, the Trust will consider alternative ways of achieving the same objectives where necessary. Where an alternative solution to Firecode is proposed, the Trust will demonstrate that the approach does not result in a lower standard than if Firecode had been applied.

4.5 Organisational Chart for Fire Safety Management

The Trust will nominate an Executive Director or Executive Associate Director (the Fire Manager) to manage fire safety on behalf of the Board Chief Executive. Other staff will be required or nominated to take on specific responsibilities commensurate with their role as shown in the chart below:

```
                    ┌─────────────────────────────┐
                    │ Trust Board (Chief Executive)│
                    └─────────────────────────────┘
                                  ▲
                                  │
              ┌───────────────────────────────────────┐
              │  Associate director of Estates and     │
              │  facilities                            │
              │  (Fire Manager - nominated person      │
              │   responsible for fire safety)         │
              └───────────────────────────────────────┘
                    ↙                         ↘
     ┌─────────────────────┐         ┌─────────────────────┐
     │ Fire Safety Advisors │───────▶│  Fire Policy Group   │
     └─────────────────────┘         └─────────────────────┘
                    ↖                         ↘
                    ┌─────────────────────────────┐
                    │     Local Site Managers      │
                    │ (Ward/Departments/Estates)   │
                    └─────────────────────────────┘
                                  │
                                  ▼
                    ┌─────────────────────────────┐
                    │   Staff/Patients/Visitors    │
                    └─────────────────────────────┘
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4.6 Resources and Authority

Staff undertaking the role of Fire Safety Manager and other nominated roles will have access to expert fire safety advice provided by the Trust Fire Safety Advisor.

4.7 Role of the Board

The Trust Board has overall accountability for the activities of the organisation, which includes fire safety. The Board should ensure that it receives appropriate assurance that the requirements of current fire safety legislation and the objectives of DH's Firecode are being met. The Trust Board discharges the responsibility for fire safety through the Chief Executive.

4.8 Role of the 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, DH's Firecode guidance is implemented in all premises owned, occupied or under the control of the Trust. S/he will:
- ensure all agreements for the provision of care and other services by third parties include sufficient contractual arrangements to ensure compliance with the Trust's fire safety policy.
- discharge the day-to-day operational responsibility for fire safety through the Director responsible for fire safety.

4.9 Role of the Associate Director of Estates (Fire Manager) - Responsible for Fire Safety

The Director with fire safety responsibility is responsible for ensuring that fire safety issues are highlighted at Board level. This responsibility will extend to the proposal of programmes of work relating to fire safety for consideration as part of the business planning process. It will also include the management of the fire-related components of the capital programme and future allocation of funding. At an operational level the Director with fire safety responsibility will assist the Chief Executive with Board level responsibilities for fire safety matters and ensure:
- the Trust has in place a clearly defined fire safety policy and relevant supporting protocols and procedures
- all work that has implications for 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 requirements (including DH's Firecode)
- all proposals for new buildings and alterations to existing buildings are referred to the Fire Safety Manager before building control approval is sought
- 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
- cooperation between other employers where two or more share Trust premises
- through senior management and line management structures that full staff participation in fire training and fire evacuation drills is maintained
- that agreed programmes of investment in fire precautions are properly accounted for in the Trust's annual business plan
- an annual audit of fire safety and fire safety management is undertaken and the

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outcomes communicated to the Trust Board
- the development, implementation, monitoring and review of the organisation's fire safety management system
- the development, implementation and review of the organisation's fire safety policy and protocols
- ensuring that fire risk assessments are undertaken by a competent person, recorded and suitable action plans devised
- ensuring that risks identified in the fire risk assessments are included in the Trust's risk register as appropriate
- the operational management of fire safety risks identified by the risk assessments
- the development, implementation and review of the organisation's fire emergency action plan
- liaison with the Fire Safety Advisor
- monitoring the inspection and maintenance of fire safety systems to ensure it is carried our
- ensuring that suitable fire safety audits are undertaken, recorded and the outcomes suitably reported
- providing a link to the relevant Trust committees
- ensuring an appropriate level of management is always available by the establishment for Fire Response Teams for the Trust sites or premises
- to provide guidance to each Fire Safety Advisor post holder
- to carry out investigation and provide reports as required

In line with delegated authority, the Director with fire safety responsibility devolves day-to-day fire safety duties to the Fire Safety Manager.

4.10 Role of the Fire Safety Advisor

The Fire Safety Advisor will be accountable to the Associate Director of Estates (Fire Manager) for matters of fire safety. S/he will provide competent fire safety advice and will be responsible for:
- the day to day implementation of fire safety management policy
- reporting of non-compliance with legislation, policies and procedure to the Director with fire safety responsibility
- obtaining and providing expert advice on fire legislation
- obtaining and providing expert technical advice on the application and interpretation of fire safety
- guidance, including DoH Firecode
- raising awareness of all fire safety features and there purpose throughout the Trust
- ensuring that requirements related to fire procedures for less-able staff, patients and visitors are in place
- the development, delivery and audit of an effective fire safety training programme
- the reporting of fire incidents in accordance with Trust policy and external requirements
- monitoring, reporting and initiating measures to reduce false alarms and unwanted fire signals
- liaison with external enforcing authorities
- undertaking, recording and reporting fire risk assessments
- assisting with the review of the content of the Trust's fire safety management policy

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- assisting with the development and delivery of a suitable and sufficient training programme for staff
- the assessment of fire risks within premises owned, occupied 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 enforcing authorities on technical issues
- liaison with managers and staff on fire safety issues

4.11 Role of Local Managers

Matrons, heads of service and departmental managers 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 for "change of use", including temporary works that may impact on the risk assessment, within their area
- reporting any defects in the fire precautions and equipment in their area and ensuring that appropriate remedial action is taken
- ensuring that local fire emergency action plans are developed, brought to the attention of staff and adequately rehearsed to ensure sufficient emergency preparedness
- ensuring that local fire emergency action plan is revised in response to changes, including temporary works, which may affect response procedures
- ensuring the availability of a sufficient number of appropriately trained staff at all times to implement the local fire emergency action plan
- ensuring that the duties outlined in this document and relevant fire safety instructions are brought to the attention of staff through local induction and on-going staff briefings
- ensuring that every member of their staff attends fire safety training as set out in the Trust's 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:
  o local fire procedures and evacuation plan
  o means of escape
  o location of fire alarm manual call points
  o fire-fighting equipment
  o any fire risks identified
- 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 safety protocols
- ensuring that the staff record is completed and returned denoting how this document has been brought to the attention of staff
- where appropriate they will act as the **Fire Safety Warden**

4.12 Role of the Fire Safety Warden

They will be responsible for the control and co-ordination of any evacuation of the respective work place in a fire emergency.

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4.13 Role of all Employees

Every member of staff has a responsibility to:
- make themselves fully conversant with the action to take in the event of fire, and to familiarise themselves with any special fire safety requirements relating to their place of work or work practices
- safeguard themselves so far as is reasonably practicable, and ensure that other people, equipment or property are not put in jeopardy by their actions, either by instruction, example or behaviour
- follow prescribed working methods and safety procedures at all times
- co-operate with the Trust with regard to all physical fire safety provisions, procedures, practices etc. that the Trust puts into place for the safety of its employees
- comply with the requirement for mandatory training and assessment
- not interfere with or misuse any fire safety equipment, which includes, fire doors, fire extinguishers, fire alarm systems and automatic fire/smoke detectors, which are provided by the Trust for the health and safety of its staff
- report any hazard (potential or actual) to their line managers immediately they become aware.

4.14 Fire Safety Management Group

4.14.1 Constitution
The Trust will convene a Fire Safety Group, which will be a sub-group of the Health and Safety Committee.

4.14.2 Membership
- Associate Director of Estates (Chair)
- All the Fire Safety Advisors
- Facilities Manager
- Lead Estates Manager
- Emergency Planning Officer
- Matrons/Senior Nurse/s

4.14.3 Attendance
The Committee may co-opt other members on to the Committee as required, and invite other persons to attend occasionally as necessary.

4.14.4 Frequency of Meetings
Meetings to be held three monthly intervals, and the frequency of meetings to be reviewed on a 12 monthly basis.

4.14.5 Role of the Fire Safety Management Group
- to ensure that the Trust has an effective approach to the management of fire safety
- to ensure roles and responsibilities relating to fire safety are in accordance with the Firecode and are clearly defined
- to develop and implement a Trust wide Fire Safety Management Policy and Procedures for all buildings and sites
- to provide reports as necessary
- to monitor and review the content and delivery of staff fire safety training to ensure it is strategic and structured relative to patient dependency and location

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- to monitor and review significant fire risks
- to prepare an annual fire report for the Trust Board.

4.14.6 Reporting Arrangements
The Fire Safety Management Group will report to The Health and Safety Committee.

4.15 Fire Safety Protocols

Fire safety protocols have been developed to provide clear instruction on fire safety matters. The contents will provide information and procedures for all fire safety related issues and include the following areas:
- fire risk assessments
- fire prevention, including arson
- fire incidents
- emergency planning and procedures including salvage and continuity planning
- fire safety training
- fire safety information manuals
- construction and refurbishments of buildings
- fire detection and alarm systems
- false alarms and unwanted fire signals
- fire extinguishers and maintenance of fire equipment
- security
- control of contractors including hot works
- compartmentation including fire stopping
- portable appliance testing
- medical gases
- purchasing
- laundry and fire retardant levels of textiles
- provide appropriate information for the fire and rescue service.

4.16 Fire Safety Information

This policy, information, and guidance outlining the fire precautionary standards, practices, and procedures will be developed and maintained by the Associate Director of Estates (Fire Manager). Information will include details of the Trust's Fire Safety Strategy, the fire risk assessment process and fire safety practices and procedures employed by the Trust. The information will be available on the Trust Intranet.

All wards and departments will have their own information relating to fire safety. Such information will include arrangements for the fire safety in the ward or department and detail any specific hazards associated with the area and the action to be taken in the event of an outbreak of fire.

5. ATTACHMENTS	
Number	**Title**
1	Equality & Diversity Impact Assessment Tool

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6. OTHER RELEVANT / ASSOCIATED DOCUMENTS

Unique Identifier	Title and web links from the document library

7. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS
References in full

No	References
1	Department of Health (2013) Managing healthcare fire safety (HTM 05-01). Available from: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/192065/HTM_05-01.pdf (accessed 23.3.17)
2	Great Britain. The Building Regulations 2010. Available from: http://www.legislation.gov.uk/uksi/2010/2214/contents/made (accessed 23.3.17)
3	Great Britain. The Regulatory Reform (Fire Safety) Order 2005. Available from: http://www.legislation.gov.uk/uksi/2005/1541/contents/made (accessed 23.3.17)
4	HTM-05 Firecode Series available on Trust Intranet (Estates and Facilities Documents)

8. DEFINITIONS / GLOSSARY OF TERMS

Abbreviation or Term	Definition
Health Technical Memoranda (HTM): Firecode	NHS Technical Memoranda relating to the management and provision of Fire Safety in NHS premises
Fire Safety Manual	A detailed document outlining the fire precautionary standards, practices and procedures developed and maintained by the Fire Safety Manager. The manual will contain details of the Trust's Fire Safety Strategy, the finding of fire risk assessments and the Fire Safety practices and procedures employed by the Trust. The manual acts as an invaluable reference source and record of the decision making process with respect to Fire Safety on Trust premises.
Fire Safety Standards	A specified technical standard, forming part of the Trust's Fire Safety Manual, detailing the minimum standard the Trust is prepared to accept. Fire Safety Standards are produced whenever other references, especially the HTM Firecode series, require clarification or do not deal adequately with a matter.
The Fire Safety Order (RRO)	The Regulatory Reform (Fire Safety) Order 2005.
Local Fire Response Plan	A fire plan relating to an individual ward or department that details the expected response in the event of fire. The plan outlines the actions to be taken for a fire in the ward or department and includes a drawing of the area showing the fire precautions with which it is provided.

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Fire Response Team	A team of nominated and trained staff required to respond to a fire emergency, each having a specific responsibility.
Fire Controlling Officer	The principal member of the Fire Response Team and the person who will take overall control of a fire incident until the arrival of the Fire and Rescue Service.
Automatic Fire Detection (AFD)	Electro-mechanical devices connected to the fire alarm system that detects the products of combustion – smoke or heat – causing the alarm to operate.
Fire Safety Advisor	An appropriately qualified and experienced representative of the Trust acting on behalf of the Nominated Director with Responsibility for Fire Safety who advises on matters concerning Fire Safety.
Fire Safety Policy	An unambiguous statement of Fire Safety applicable to the Trust to reflect statutory requirements and compliance with Department of Health guidance.
Fire Safety Procedures	Clearly defined methods and/or processes to enable Trust staff to meet the objectives of the Fire Safety Policy.
Assembly Point	A pre-arranged area of safety, normally outside a building, to which the occupants of a building will go in the event of fire.
Rendezvous Point	The location at which staff will assemble to await further instruction as to the contribution they may be asked to make to a fire incident.
Unwanted fire signal	An incident resulting in the undesirable activation of the fire detection and alarm system.

9. CONSULTATION WITH STAFF AND PATIENTS

Enter the names and job titles of staff and stakeholders that have contributed to the document

Name	Job Title	Date Consulted
Tristram Reynolds	Associate Director of Estates	21.02.17
Russ Stephenson	Fire Safety Advisor	21.02.17
Andy Nixon	Fire Safety Advisor	21.02.17

10. DISTRIBUTION PLAN

Dissemination lead:	Fire Safety Group
Previous document already being used?	Yes
If yes, in what format and where?	On Trust Document Library
Proposed action to retrieve out-of-date copies of the document:	Replace old version with the new version
To be disseminated to:	
Document Library	
Proposed actions to communicate the document contents to staff:	Include in the Friday Round Up Email – New documents uploaded to the Document Library

11. TRAINING

Is training required to be given due to the introduction of this policy? No

Action by	Action required	Implementation Date

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12. AMENDMENT HISTORY

Version No.	Date of Issue	Page/Selection Changed	Description of Change	Review Date
1.0		All	Complete rewrite	
2.0	19.03.2014	Various	Replacement of some nominated posts with others, to reflect latest Trust management structure	18/03/2017
5.0	01.04.2017	Section 9	Replacement of nominated post	01/03/2020
5.1	26/10/2017	Page 3	BSF page added	01/03/2020

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Appendix 1: Equality & Diversity Impact Assessment Tool

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Equality Impact Assessment Form

Department/Function	Estates and Facilities Fire Safety Advisor				
Lead Assessor	Russ Stephenson				
What is being assessed?	Fire Safety Management – Fire Policy				
Date of assessment					
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Equality of Access to Health Group	☒	Staff Side Colleagues	☒	
	Service Users	☒	Staff Inclusion Network/s	☒	
	Personal Fair Diverse Champions	☒	Other (Inc. external orgs)	☒	
	Please give details: Fire Safety Group				

1) What is the impact on the following equality groups?

Positive:	Negative:	Neutral:
➢ Advance Equality of opportunity ➢ Foster good relations between different groups ➢ Address explicit needs of Equality target groups	➢ Unlawful discrimination, harassment and victimisation ➢ Failure to address explicit needs of Equality target groups	➢ It is quite acceptable for the assessment to come out as Neutral Impact. ➢ Be sure you can justify this decision with clear reasons and evidence if you are challenged

Equality Groups	Impact (Positive / Negative / Neutral)	Comments ➢ Provide brief description of the positive / negative impact identified benefits to the equality group. ➢ Is any impact identified intended or legal?
Race (All ethnic groups)	Neutral	
Disability (Including physical and mental impairments)	Neutral	
Sex	Neutral	
Gender reassignment	Neutral	
Religion or Belief	Neutral	
Sexual orientation	Neutral	
Age	Neutral	
Marriage and Civil Partnership	Neutral	
Pregnancy and maternity	Neutral	
Other (e.g. caring, human rights)	Neutral	

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2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	

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3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan **to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.** ➢ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups ➢ This should be reviewed annually.

Action Plan Summary

Action	Lead	Timescale

This form will be automatically submitted for review for Policies and Procedures once approved by Policy Group. For all other assessments, please return an electronic copy to EIA.forms@mbht.nhs.uk once completed.

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