

**HS006**

# **FIRE SAFETY**

## **Policy & Procedures**

### **Berkshire Healthcare**



Did you print this document yourself?

Please be advised that Berkshire Healthcare discourages the retention of hard copies of policies and can only guarantee that the policy on the website is the most up-to-date version.

<b>Re-issued:</b>	<b>June 2019</b>
<b>Review Date:</b>	<b>June 2021</b>
<b>Version:</b>	<b>6</b>

<b>Policy Number:</b>	<b>HS006</b>
<b>Title of Policy:</b>	<b>FIRE SAFETY</b>
<b>Category:</b>	Health & Safety
<b>Distribution Areas:</b>	All Berkshire Healthcare Departments
<b>Index:</b>	Page 4
<b>Total number of pages:</b>	24
<b>Ratified by:</b>	Safety, Experience & Clinical Effectiveness Group – 4 <sup>th</sup> June 2019
<b>Re-issued:</b>	June 2019
<b>Review Date:</b>	June 2021
<b>Replaces Policy:</b>	Version 5
<b>Designated Lead:</b>	Fire Safety Specialist
<b>For policy information:</b>	Policy Administration Berkshire Healthcare NHS Foundation Trust 2 <sup>nd</sup> Floor Fitzwilliam House Skimped Hill Lane Bracknell RG12 1BQ 01344 415623

## POLICY DEVELOPMENT

### HS006 - Fire Safety & Prevention of Arson

History:	<p>Version 6: Reviewed and agreed by the HS&amp;E group, PFI Contract Managers and key EFM. Initial review completed by the Fire Safety Specialist and the Head of Compliance &amp; Risk Services. Main amendments/updates to the following sections: 10. Fire Safety Training, 11. Procedures 17. Arson Prevention</p> <p>Version 5: For review and agreement by the NCRMC. Reviewed by the HS&amp;E Group and PFI Contract Managers, Fire Safety Advisor/Head of Compliance &amp; Risk Services/Risk Services Team Manager, Locality Directors, EFM SMT &amp; IT Director - main amendments/updates to the following sections: Introduction, Duties under the Law, Policy Statement, Scope, Roles &amp; Responsibilities, and Fire Safety Training.</p> <p>The Arson Prevention section has been removed to become a separate policy.</p> <p>Version 4: Reviewed in line with HTM 05-01 'Managing Healthcare Fire Safety' Second Edition. Scope of Policy updated. Intended use of the Policy and Intended impact of the Policy updated.</p> <p>Version 3: Update of Version 2. Updates include – Change of title to include 'Arson', to designated lead, clarification on the Board Level Director and Fire Safety Manager (as under Firecode HTM 05-01 managing healthcare fire safety), Change of current Fire Safety Manager to Fire Safety Advisor, 7.8 introduction of the Datix reporting system, Introduction of Fire Safety Log Book, 8.1 Removal of Arson Statistics, 7.11 Merge of Fire Wardens and Fire Assistants, 9.1 Added requirement for all Berkshire Healthcare inpatient wards/unit to undertake face to face site specific training annually.</p> <p>Version 2: Section 8.1 The extent and motivation for arson updated. Section 10.2 updated to reflect the new address for Wokingham CMHT. Minor amendments to Section 11 reporting of fire alarms actuations. Contact information sheet updated.</p> <p>Version 1: Following approval any required changes to this policy shall be raised and approved by the Berkshire Healthcare Clinical Governance &amp; Risk Committee and noted by The Overview Committee</p>
Designated Lead:	Fire Safety Specialist
Policy Consultants:	Key Estates & Facilities Managers. Health Safety & Environment Group
Distributed for comments:	Health Safety & Environment Group
Endorsed by:	Policy Scrutiny Group - 10 <sup>th</sup> May 2019

This policy has been assessed for compliance with the Care Quality Commission fundamental standards

## INDEX

<b>Section</b>	<b>Content</b>	<b>Page</b>
1.	Introduction	5
2.	Duties Under Law	5
3.	Policy Statement	5
4.	Purpose	5
5.	Objective	6
6.	Scope	6
7.	Fire Safety Arrangements	6
8.	Principle Legislation & Guidance	7
9.	Roles and Responsibilities	7-15
10.	Fire Safety Training	15-17
11.	Procedures	17
12.	Fire Response Plans	18
13.	Reporting of Fire Alarm Actuations	18
14.	Reporting of Fires	19
15.	Fire Extinguisher Maintenance	19
16.	Record Keeping	19
17.	Arson Prevention	20
18.	Review and Audit	21
19.	Related Documentation	21
	Comments/Feedback Form	22
	Equality Impact Assessment	23-24

## **1. INTRODUCTION**

- 1.1 Berkshire Healthcare NHS Foundation Trust (herein after referred to as Berkshire Healthcare) has a duty of care to provide a safe, sustainable, compliant, high quality healthcare environment for its staff, patients/clients and visitors.
- 1.2 This document follows the guidance in Health Technical Memorandum (HTM) 05-01 Managing Healthcare Fire Safety.
- 1.3 Berkshire Healthcare recognises and accepts that this policy forms part of the overall objective towards achieving a safe and healthy organisation and towards achieving the implementation of the Risk Management Strategy.

## **2. DUTIES UNDER LAW**

- 2.1 Berkshire Healthcare has a responsibility under the Health and Safety at Work etc. Act 1974 and numerous statutory and legal duties that owners and occupiers of premises must adhere to.
- 2.2 The Regulatory Reform (Fire Safety) Order 2005 (RRO) places a duty for the fire safety of the occupants of premises and people who might be affected by a fire upon a defined responsible person. That person will be the employer of staff who are occupants of the building and the landlord or controller of the building.
- 2.3 The most commonly cited legislation can be found in the Department of Health Technical Memorandum (HTM) and Health Building Notes (HBN) best practice guidance. Reference should be made to these and other relevant documents at the time of their application.
- 2.4 Under the Management of Health and Safety at Work Regulations 1999 and other EC Directives, Berkshire Healthcare must also ensure all persons using its premises are protected from foreseeable hazards/risks and record these if the activities of Berkshire Healthcare affect them.
- 2.5 Berkshire Healthcare also has a duty under The Health & Social Care Act 2008 to protect patients from the risks of acquiring healthcare associated infection.

## **3. POLICY STATEMENT**

- 3.1 Berkshire Healthcare accepts its legal responsibilities under the Law and all approved Codes of Practice and is committed to ensuring, as far as is reasonably practicable, that its healthcare services are provided in a safe and sustainable environment, which promote effective care and optimise health outcomes by being well designed and well maintained with cleanliness levels that meet national standards for hygiene.
- 3.2 Berkshire Healthcare will ensure adequate organisational structures and resource are in place in order to meet Berkshire Healthcare's statutory and mandatory duties and operational requirements.
- 3.3 Berkshire Healthcare will arrange for and review on a regular basis, the systems, procedures and standards, to ensure, as far as is reasonably practicable, sustainable, safe, efficient and cost effective management, maintenance and operation of its healthcare premises and equipment.

## **4. PURPOSE**

- 4.1 The purpose of this document is to provide a clear, unambiguous fire safety policy for Berkshire Healthcare.

## **5. OBJECTIVE**

- 5.1 To minimise the incidence of fire and, where fire does occur to minimise its impact on life safety, patient care, property and the environment.

## **6. SCOPE**

- 6.1 This policy applies wherever Berkshire Healthcare has a duty of care to patients, members of staff, external contractors and members of the public in all premises that Berkshire Healthcare operates from or has control of.
- 6.2 This Policy will be adhered to by all managers and employees within Berkshire Healthcare including bank, agency and contract staff, locums and volunteers.
- 6.3 Employing managers will ensure that this policy is adhered to by all building/engineering services consultant Engineers, Architects, Surveyors and contractors including those involved in IT and Telecommunication and service contracts such as, but not limited to, Catering, Cleaning, Waste, Pest Control, Window Cleaning etc.

## **7. FIRE SAFETY ARRANGEMENTS**

- 7.1 Within the definition of the Regulatory Reform (Fire Safety) Order 2005 the responsible person where Berkshire Healthcare is the employer or has control of a building, is Berkshire Healthcare.
- 7.2 The role of responsible person will be shared on some sites due to local contractual/lease arrangements in relation to occupancy and landlord responsibilities (see 2.2).
- 7.3 The Health Safety & Environment Group (sub group to the Non Clinical Risk Committee will agree this policy prior to submission to the Policy Scrutiny Group for approval.
- 7.4 This policy will be made available to all members of staff and contractors.
- 7.5 Berkshire Healthcare 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.
- 7.6 As far as is reasonably practicable Berkshire Healthcare will provide funding to allow suitable and sufficient fire safety precautions to be in place.
- 7.7 Where appropriate Berkshire Healthcare will facilitate partnerships with other stakeholders to achieve suitable and sufficient fire safety provision.
- 7.8 Fire safety management will be monitored by the Health, Safety and Environment Group with oversight by the Non Clinical Risk Committee.
- 7.9 The Chief Operating Officer of Berkshire Healthcare will have board level responsibility for fire safety (see responsibilities).
- 7.10 This Policy will be reviewed every two years; sooner if there are significant changes to the organisation or its procedures.

7.11 All staff will carry out their fire safety duties diligently commensurate with their role and responsibilities.

## **8. PRINCIPLE LEGISLATION & GUIDANCE**

### **8.1 Principle Legislation**

- Regulatory Reform (Fire Safety) Order 2005
- Health & Safety at Work Act 1974
- Dangerous Substances and Explosive Atmosphere Regulations 2002
- National Health Service & Community Care Act 1990
- Highly Flammable Liquid Regulations 1972
- Equality Act 2010

### **8.2 Principle Guidance**

Health Technical Memorandum (HTMs) 05-01: Managing Healthcare Fire Safety Second Edition.

## **9. ROLES AND RESPONSIBILITIES**

### **9.1 Role of the Board**

Berkshire Healthcare's Board of Directors, as a corporate body, is the responsible person as defined by the Regulatory Reform (Fire Safety) Order 2005 (the Order).

The Board of Directors as the responsible person has fire safety duties under articles 8 to 22 of the Order. By carrying out these duties the Board will demonstrate compliance with the Order. The Board discharges responsibility for fire safety through the Chief Operating Officer

The Executive Non-Clinical Risk Management Committee is attended by Board Directors and monitors fire safety management performance.

The Health, Safety and Environment Group is part of and subordinate to the Non Clinical Risk Management Committee and is responsible to that group for facilitating implementation of governance with reference to fire safety.

### **9.2 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, Department of Health's (DH) guidance is implemented in all premises owned, occupied or under the control of Berkshire Healthcare.

The Chief Executive will ensure that all agreements for the provision of care and other services by third parties include sufficient contractual arrangements to ensure compliance with Berkshire Healthcare's Fire Safety Policy.

The Chief Executive discharges the day-to-day operational responsibility for fire safety through the Chief Operating Officer.

### 9.3 Chief Operating Officer - Board Level Director

The Chief Operating Officer (COO) is the designated Berkshire Healthcare Executive Director responsible for ensuring that fire safety is managed and issues are highlighted at Board level.

At an operational level the Chief Operating Officer will:

- Assist the Chief Executive with Board level responsibilities for fire safety matters; Ensure that Berkshire Healthcare has in place a clearly defined fire safety policy and relevant supporting protocols and procedures;
- Ensure that all proposals of programmes of work relating to fire safety are appropriately considered as part of the business planning process and/or Capital Programme.
- Ensure via the Directors and service leads the day-to-day implementation of the fire safety policy.
- Appoint the Estates & Facilities Director as the Responsible Person (Fire) – (see 9.4)
- Ensure that all proposals for new buildings and alterations to existing buildings are referred to the Estates & Facilities Director before building control approval is sought.
- Ensure co-operation between employers where two or more share Berkshire Healthcare premises.
- Ensure through senior 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 Berkshire Healthcare's Annual Business Plan.
- Fully support the Responsible Person (Fire) and Authorised Person (Fire) functions.

To meet these requirements he/she will ensure that adequate resource is available.

### 9.4 Director of Estates and Facilities – (Responsible Person (Fire))

The Director of Estates & Facilities, who will act as the 'Responsible Person (Fire)' and ensure the duties of the Fire Safety Manager as outlined in HTM 05-01 are carried out and act as a focus for all fire safety matters in the organisation, is accountable to the Chief Operating Officer and has delegated responsibility for Fire Safety Management.

This responsibility will extend to the proposal of programmes of work relating to fire safety for consideration as part of the business planning process and will include the management of the Capital Programme.

The Director of Estates & Facilities is tasked with developing and managing the fire safety management system, and will be responsible for:

He/she will ensure:

- Appropriate operational, technical and professional management and staff are appointed and are competent to deliver the Estates and Facilities Service functions.
- Buildings are maintained and tested, in accordance with the latest relevant legislation/standards, and that comprehensive records are kept.
- The reporting of non-compliance with legislation, policies and procedures to the Chief Operating Officer.

- Berkshire Healthcare is fully informed on all matters relating to Fire Safety Management.
- Ensure that all work that has implications for fire precautions in new and existing Berkshire Healthcare buildings is carried out to a satisfactory technical standard and conforms to all prevailing statutory and mandatory fire safety requirements (including the Department of Health's Firecode).
- Obtaining expert advice on fire legislation and guidance.
- Obtaining expert technical advice on the application and interpretation of fire safety guidance, including Department of Health's guidance, HTMs (Firecode).
- Raising awareness of all fire safety features and their purpose throughout Berkshire Healthcare.
- 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, recorded and suitable action plans devised.
- Ensuring that risks identified in the fire risk assessments are included in Berkshire Healthcare'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.
- Ensuring that requirements related to fire procedures for less-able staff, patients and visitors are in place.
- In conjunction with the Learning and Development department, support the development, delivery and audit of an effective fire safety training programme.
- The reporting of fire incidents in accordance with the Department of Health, Berkshire Healthcare policy and external requirements.
- Monitoring, reporting and initiating measures to reduce false alarms and unwanted fire signals.
- Liaison with external enforcing authorities.
- Liaison with Berkshire Healthcare Managers.
- Liaison with the Authorising Engineer (Fire).
- Ensuring the inspection and maintenance of fire safety systems is carried out and records kept.
- Ensuring that suitable fire safety audits are undertaken, recorded and the outcomes

suitably reported.

- Providing a link to the relevant Berkshire Healthcare committees.
- Be responsible for obtaining via the Heads of Service assurance that staff appointed to nominated fire safety roles receive adequate training and support to carry out that role.

### **9.5 Head of Compliance and Risk Services (Deputy Responsible person (Fire))**

The Head of Compliance and Risk Services is accountable and responsible to the Director of Estates and Facilities and will have delegated responsibilities as directed by the Director of Estates & Facilities.

In addition he/she will:

- Act as Fire Safety Manager as outlined in HTM 05-01
- Appoint a Fire Safety Specialist (Authorised Person (Fire)) .
- Ensure competent persons are appointed to carry out Fire Risk Assessments/ Fire Audits and to provide Fire Safety Training.
- In agreement with the COO appoint an Authorising Engineer (Fire) - External Specialist.
- Ensure the review of the content of Berkshire Healthcare's fire safety policy on a regular basis.

### **9.6 Fire Safety Specialist (Authorised Person (Fire))**

The Fire Safety Advisor will be accountable via the Estates and Facilities Management structure to the Director of Estates & Facilities for matters of fire safety.

He/she will provide competent fire safety advice and will be responsible for;

- Providing expert advice on fire legislation.
- Providing expert technical advice on the application and interpretation of fire safety guidance, including DH's Firecode.
- Assist with the review of the content of Berkshire Healthcare's fire safety policy.
- 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 Berkshire Healthcare.
- 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.
- Liaison with the Authorising Engineer (Fire) where required.
- Undertake, record and report on fire risk assessments.
- Complete assessments of fire risks within premises owned, occupied or under the control of Berkshire Healthcare.
- Advise on and assist with the development and delivery of a suitable and sufficient training programme for staff.
- Advising in the interpretation and application of Firecode, Fire Safety Legislation and other official guidance relevant to healthcare premises.
- Ensuring that the Risk Management Audit process identifies areas of concern and non-compliance, utilising the Risk Management methodology.
- Ensuring the preparation of an annual report detailing the current state of fire safety within Berkshire Healthcare.

- Liaison with Estates Design and Technical Services and Maintenance Staff, Local Building Control and the Royal Berkshire Fire & Rescue Service in the specification of fire precautions in new and existing buildings.
- Assisting and advising all Site Managers and/or Site Fire Co-ordinators in preparing and participating in annual training programmes and fire drills.
- Assisting Managers/Heads of Department in the development of Local Fire Procedures and Evacuation Plans.
- Monitoring the adequate provision, siting and effective maintenance of all fire-fighting equipment, alarm systems, evacuation equipment, fire safety signs, notices, etc.
- The investigation of all fire-related incidents and fire alarm actuations.
- Providing management reports as and when required.

## 9.7 Authorising Engineer (Fire) - External Specialist

The Authorising Engineer (Fire) as outlined in HTM 05-01 will be an independent professional adviser to the healthcare organization and be accountable via the Head of Compliance & Risk Services to the Director of Estates and Facilities (Responsible Person (Fire)). The Authorised Engineer (Fire) will be a chartered engineer and member of the Institution of Fire Engineers or a chartered member of a similar professional body.

He/she will:

- Act as assessor and make recommendations for the appointment of Authorised Persons (Fire).
- Monitor and audit the performance of fire safety management, and provide an annual report to the Chief Operating Officer and Director of Estates & Facilities.
- Be required to demonstrate competence in their particular field of expertise.

## 9.8 Assistant Director of Estates & Facilities

For the Private Finance Initiatives at Prospect Park Hospital (ISS Facilities Services (Healthcare), and West Berkshire Community Hospital (Bellrock Property and Facilities Management Ltd.) their Contracts Managers (Contract Manager for Bellrock, General Manager for ISS) will have this responsibility.

The Assistant Director of Estates & Facilities (Berkshire Healthcare) will be accountable to the Director of Estates & Facilities.

For all sites that they are responsible for they will ensure the following:

- Fire alarm and detection systems and fire-fighting equipment are maintained and serviced in line with BS 5839-1:2013 Code of Practice for design, installation, commissioning and maintenance of systems in non-domestic premises, and the relevant standard and guidance in HTM 05-03 Part B.
- Fire compartmentation and other passive fire protection systems are installed and maintained in accordance with HTM 05-01 and HTM 05-03 Part J: *Guidance on Fire Engineering of Healthcare Premises*.
- Any necessary repairs will be completed within suitable and sufficient timescales based on the level of risk to persons within the premises.
- External parties are commissioned to carry out works and that the parties concerned are registered with an appropriate fire industry accreditation scheme, in reference to the works being undertaken.
- Be responsible for all estates, installation and maintenance contractors on sites.
- Ensure the appropriate installation and maintenance records are kept up to date and available for inspection.

## 9.9 Competent Person (Fire)

Installers and maintainers of fire safety equipment will be commissioned by Berkshire Healthcare (and/or ISS Facilities Services (Healthcare), and/or Bellrock Property and Facilities Management Ltd) and will demonstrate to the employing manager 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/services such as:

- Fire alarm and detection systems.
- Portable firefighting equipment.
- Fire suppression systems.
- Fire dampers.
- Fire-fighting hydrants etc.

In cases where external parties provide services, the party concerned will be registered with an appropriate fire industry accreditation scheme.

## 9.10 Estates and Facilities Staff (Berkshire Healthcare, ISS Facilities Services (Healthcare) and Bellrock Property and Facilities Management Ltd Staff)

To assist the Estates and Facilities Managers in the day to day maintenance and testing of the fire alarm and detection systems, firefighting equipment and structural fire protection within Berkshire Healthcare's premises. They will also respond to all fire alarm incidents, when requested (manually or automatically) and undertake the following duties:

- To attend the fire alarm panel for the purposes of silencing and resetting procedures.
- Any maintenance actions needed to reinstate the alarm panel into a serviceable condition after a false alarm caused by a fault.
- Advise Berkshire Healthcare or Fire Brigade Personnel on technical issues relating to any gas, electrical and water supplies during a fire incident.
- To assist the First & Second Fire Officers in any task that may be required during an emergency.
- To attend any other fixed installations that may have been activated such as fire curtains, dampers and water misting for the purpose of reinstating them

## 9.11 Site Services Coordinators

**Note:** For the Private Finance Initiatives at Prospect Park Hospital (ISS Facilities Services (Healthcare), and West Berkshire Community Hospital (Bellrock Property and Facilities Management Ltd.) the following documents should be referred to:

PPH = Schedule 14 Service Requirements to Project Agreement dated 3 May 2001.

WBCH = Schedule 14 Service Requirements to Project Agreement dated 4 July 2002.

Site Services Coordinators who are accountable via the Estates and Facilities Management structure to the Director of Estates & Facilities will:

- Collate information on fire alarm actuations for their sites and reporting details to the Fire Safety Advisor, via the Berkshire Healthcare reporting System (Datix). This will assist Berkshire Healthcare in complying with the guidance in Firecode HTM 05-03 Part H, reducing false fire alarms in healthcare premises.
- Arrange fire drills for Berkshire Healthcare sites in accordance with statutory requirements.
- Act as liaison point between Berkshire Healthcare, ISS, Bellrock and the Fire Service for all fire safety matters pertaining to their sites.
- When present, act as Second Fire Officer.

- Ensuring that all Heads of Departments/Managers for all other Trusts and organisations occupying Berkshire Healthcare sites are aware of this policy and relevant Fire Procedures.
- Ensure a site Fire Safety Folder is present at the main site reception and up to date at all times.
- Ensure all departments on their sites forward relevant information to be held in the site Fire Safety Folder.
- Appoint members of their team to act as Second Fire Officers.
- Ensure all members of site staff receive suitable and sufficient face to face site specific fire safety training relevant to their role.
- In conjunction with Heads of Service/Departmental Managers ensure that sufficient fire wardens are identified for their sites.
- Review fire procedures annually or following a fire incident, if required, to certify that they are correct and relevant information concerning site contacts and telephone numbers are up to date.

### **9.12 Divisional/Clinical/ Corporate Directors**

Within their area of responsibility Locality/Clinical /Corporate Directors will:

- Ensure the implementation of, that all their staff are aware of, and comply with, the Fire Safety Policy and Fire Procedures.
- Ensure that all their staff participate in fire drills and attend/complete annual fire training sessions.
- Ensure that sufficient staff are appointed as Fire Wardens for their locality/departments/service.
- Ensure Heads of Service/Departmental Managers act as fire officers where required.
- On smaller sites where there are no resident site services managers appoint a designated service manager to keep records as outlined in section 16.2.

### **9.13 Director of Information Management and Technology**

The Director of Information Management and Technology is responsible for all IT installation and maintenance contractors on all sites and will ensure that all installations meet the relevant fire safety management standards and guidance, ref HTM 05-03.

### **9.14 First & Second Fire Officers**

On Berkshire Healthcare sites with no inpatients a system of fire wardens will be sufficient to achieve a simultaneous evacuation but on more complicated sites a system of First & Second Fire Officers (1<sup>st</sup> FO/ 2<sup>nd</sup> FO) will be adopted. Site Services Coordinators in conjunction with Locality/Clinical /Corporate Directors will be responsible for ensuring that sufficient fire officers are identified for their sites. First and Second Fire Officers are trained Fire Wardens with specific duties in the event of fire. Sites with this arrangement will have their own Fire Response Plan produced in conjunction with the Fire Safety Specialist detailing the duties of fire officers and wardens. In general the duties of fire officers will be:

#### **First Fire Officer**

- Will be a Service Manager and will attend the scene of the incident and take charge.
- Oversee the evacuation and searching process.
- Gather relevant information from the Fire Wardens.
- To keep in contact with the Second Fire Officers and pass on relevant information.
- To brief the Fire Brigade on their arrival at the scene of the incident.

## **Second Fire Officer**

- Will be a member of the site services team and will collect information from the incident location via the First Fire Officer and pass onto relevant personnel and keep them informed of any incident updates.
- Issue tasks to the Fire Wardens; brief the Fire Brigade and/or senior staff members on their arrival.
- To complete the preliminary fire report when the incident has been declared safe and inform relevant personnel of the 'Stand Down' when given by the Fire Brigade.

### **9.15 Fire Wardens**

All parts of premises that are not inpatient wards will have staff nominated as being Fire Wardens and they will have received appropriate training to safely undertake these duties. Service Managers are responsible for nominating a sufficient number of Fire Wardens to cover the operational hours of their department and undertake weekly and monthly visual inspections. Fire Wardens will:

- Undertake routine fire safety inspections of fire doors, fire extinguishers, fire exits and emergency lights.
- Give induction training to new employees into fire safety procedures within the department.
- Keep records of inspections and training in the local fire log book.

In the event of a fire alarm within their working area, the Fire Warden on duty will don the Fire Wardens armband/high visible jacket and undertake the following duties:

- Carry out a sweep search of their area and confirm that all members of staff and public have evacuated from the building.
- Confirm whether the fire is in their area.
- If the incident is in their area, liaise with the First Fire Officer and brief them on the details.
- Fight the fire if it is safe to do so.
- Stop persons from re-entering the building.
- Meet the Fire Brigade and brief them on the nature of the incident and whether everyone has been accounted for.
- Control the assembly point and ensure safe segregation between persons and vehicles.

### **9.16 Heads of Service/Departmental Managers**

Heads of Service, Matrons, 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.
- Keeping a record of the fire risk assessment for their area and carrying out any management items within them.
- Notifying the Fire Safety Specialist 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 using the Estates and Facilities Helpdesk 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 all their staff have completed fire safety training relevant to their role within the last 12 months.
- Ensuring that the duties outlined in this document and relevant fire safety instructions are brought to the attention of staff through local induction and staff briefings.
- Ensuring that all new members of staff, on their first day in the ward/department, are given basic familiarisation training within their workplace, to include:
  - Fire procedures and location of the evacuation plan.
  - Walk through of the means of escape.
  - Location of fire alarm manual call points (and issue of a key if needed).
  - Location and type of fire-fighting equipment.
  - Any particular fire risks including high-risk patients.
  - Who the service manager is and who the fire wardens are.
- Keeping a record of staff induction and ensuring attendance at fire safety training.
- Ensuring all members of staff report all fire alarm actuations and fire incidents as detailed in the fire safety protocols.
- Where appropriate, ensuring that sufficient Fire Wardens are identified and appointed for their specific areas of responsibility.
- Ensuring that their service/dept have Fire evacuation drills carried out on an annual basis.

### 9.17 All Employees

All employees whether full-time, temporary, bank or contractors have duties and responsibilities in the respect of fire safety and are personally responsible for complying with the fire safety policy and local fire procedures and evacuation plans.

### 9.18 Tenants of Berkshire Healthcare Premises

All tenants occupying Berkshire Healthcare premises (and other premises where Berkshire Healthcare have control) have duties and responsibilities in the respect of fire safety and are personally responsible for complying with the fire safety policy and the local fire procedures and evacuation plans.

## 10. FIRE SAFETY TRAINING

- 10.1 Fire safety training is a statutory requirement for all Berkshire Healthcare staff. Berkshire Healthcare has an expectation that at least 95% of members of staff will be compliant with fire safety training requirements. All staff will receive fire safety training on induction and at least annually thereafter. The specific training attended will depend upon the role and usual workplace of the member of staff. Members of staff attending workplace based fire safety training do not also have to attend general fire awareness courses.
- 10.2 Managers are responsible for ensuring their staff members attend the appropriate fire safety training course within the 12 month time limit.
- 10.3 The following courses are provided by the Berkshire Healthcare Estates & Facilities Directorate (Compliance & Risk Services):
- **Corporate Fire Safety Induction Training**- this takes place at the beginning of every month and all new members of staff should attend as soon as possible after commencement of work. This training will include:
    - Proactive prevention of fires
    - Basic fire safety
    - Responsibilities of staff

- Actions to be taken on discovering a fire or hearing the alarm
  - Evacuations procedures in different types of buildings
  - Staff roles during a fire
  - Importance of practice fire evacuation drills
  - Actions to take on finding an adult in the community vulnerable to fire
- **General Fire Awareness-** for non-ward based staff with no specific extra fire safety responsibilities. This can be done via an E-learning or face to face. Training is valid for 12 months. Content is as for induction training
  - **Fire Warden-** for members of staff with fire warden responsibility – training is valid for 24 months (fire awareness will still need to be completed after 12 months). Content is as for general fire awareness plus:
    - Seek and search procedures
    - Calling the fire brigade
    - Use of fire extinguishers
    - Roll call and briefing the fire brigade
  - **Inpatient Fire Evacuation (IPFE) -** 12 monthly training for all members of staff who work on a hospital inpatient ward or who might reasonably be expected to assist a ward evacuation. This training is delivered in the work place and is specific to that workplace. Content includes:
    - Proactive fire safety –reducing fire loading and ignition sources
    - High risk patients – high risk bedrooms
    - How the alarm system works
    - Actions on discovering a fire
    - Actions on hearing pulsed alarm – prepare to assist, prepare to evacuate
    - Roles – nurse in charge, 1<sup>st</sup> and 2<sup>nd</sup> fire officers
    - Evacuating the ward –progressive horizontal evacuation
    - Fire safety features of the ward; compartments and sub compartments
    - Moving patients – beds, chairs, assisted walk, practical use of sleds every 24 months
    - Practical use of fire fighting equipment every 24 months
    - Initiating an evacuation
    - Role and actions of nurse in charge
    - Water misting including how and when to isolate
  - **Duty Senior Nurse (DSN)-** 12 monthly role and site specific training for any service managers who carry out the duty senior nurse role. Content is as for IPFE plus:
    - Role of DSN
    - Liaising with nurse in charge, 2<sup>nd</sup> fire officer and the fire brigade
- 10.4 All agency and bank staff working regularly on Berkshire Healthcare inpatient wards will receive IPFE training provided by Berkshire Healthcare (more than 2 shifts in a month will be regarded as regularly). Other agency and bank staff will have fire awareness and evacuation training and a local induction into site fire procedures. This to be arranged by employing managers upon employment.
- 10.5 The Berkshire Healthcare Estates & Facilities Directorate (Compliance & Risk Services) will provide a programme of IPFE and DSN training to cover all relevant sites. The Learning and Development Team will programme in Fire Awareness and Fire Warden Training to meet demand. There is a fire awareness course that forms part of the monthly induction training.
- 10.6 The Learning & Development Administrator for Compliance will produce monthly reports of compliance levels by workplace. The Fire Safety Specialist will use this information to plan future training and inform service managers if their staff compliance levels are low.

- 10.7 Competency levels will be recorded by Learning & Development, either by scoring on the e-learning package where there is an 80% pass score, or by a written test after IPFE and Fire awareness.
- 10.8 Fire evacuation drills will be held on all sites to test effectiveness of fire systems and the training. These will be facilitated by the Compliance & Risk Services Team if required but local managers should carry these out on smaller sites.
- 10.9 In sites where an evacuation of patients has been deemed to be an excessive risk itself there will be simulation exercises to test staff training. This will be assessed as part of the fire risk assessment and simulation should always be the last resort.
- 10.10 Site evacuations are a test of training and will be recorded on the Estates and Facilities property information system MICAD as such. The Compliance & Risk Services staff facilitating the evacuation is responsible for ensuring the MICAD entry has been made.
- 10.10 The Berkshire Healthcare Fire evacuation programme will be maintained by the Fire Safety Specialist and monitored via the NCRMC.

## 11. PROCEDURES

### 11.1 Fire Risk Assessments

The Estates and Facilities Directorate (Compliance and Risk Services) will carry out and maintain a programme of fire risk assessments (FRA) on all sites for which Berkshire Healthcare is responsible. These assessments will be carried out according to the risk posed by the service type in the buildings on the following basis:

- **High Risk, Annual FRA** – all sleeping risk and high risk invasive clinical procedure areas
- **Medium Risk, Biennial FRA**- Health Centres, Clinics, Other areas where there is public access
- **Low Risk, Triennial FRA** – Offices

- 11.2 An annual review of the FRA will be carried out for each building not having a full FRA in that year.
- 11.3 A full FRA will be carried out after any significant changes to a building.
- 11.4 All FRAs and FRA reviews will either be carried out or checked by the Fire Safety Specialist.
- 11.5 The Fire Safety Specialist will be an accredited Fire Risk Assessor with a recognised national body.
- 11.6 The FRA programme will be maintained by the Fire Safety Specialist and monitored via the NCRMC.
- 11.7 The FRAs will be based upon the format of Publicly Available Specification 79 (PAS 79) using a standard template
- 11.8 FRAs of inpatient areas will include the risk posed by patients, (particularly known fire-setters) including fire loading in bedrooms. CCR028 is the specific guidance on restriction of patients' belongings
- 11.9 Completed FRAs will be sent to all service managers of staff within the building concerned. They will also be sent to Estates and Facilities and a record kept by the Compliance & Risk

team. Any remedial actions to be completed by service managers or Estates & Facilities will be clearly laid out at the beginning of the document.

11.10 Service managers should keep a local copy of the FRA until they are sent an updated one and should make the contents of the FRAs available to the staff in the building concerned.

11.11 The Compliance and Risk Services team will keep a record of all outstanding actions resulting from FRAs. Service managers and Estates & Facilities will inform the Compliance & Risk team when their actions have been carried so that there is a clear audit trail of remedial actions.

## **12. FIRE RESPONSE PLANS**

12.1 Berkshire Healthcare has a number of sites throughout Berkshire with the premises sizes varying from small clinics to hospital sites. Every site has a fire response plan which is structured in a different manner, according to the complexity of the site. The response plans are reviewed annually or following a fire incident, if required, to certify that they are correct and relevant information concerning site contacts and telephone numbers are up to date. This task is undertaken by the Site Services Coordinators for Berkshire Healthcare in liaison with the Berkshire Healthcare Fire Safety Specialist.

12.2 An assessment of the effectiveness of this plan forms part of the site fire risk assessment. In small sites the response plan need be no more complicated than the information on Fire Action notices which should be displayed next to all emergency call points. More complicated sites will have a more formal plan document which is agreed and signed off by the relevant Divisional Director, . This document will be reviewed annually as part of the fire risk assessment or when there are significant changes to the site.

## **13. REPORTING OF FIRE ALARM ACTUATIONS**

13.1 All of the sites managed and occupied by Berkshire Healthcare have automatic fire detection systems installed. These systems are maintained and serviced in line with the recommendations of BS 5839-1:2013 Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises, with the Estates Department & ISS Facilities Services (Healthcare) & Bellrock Property and Facilities Management Ltd., keeping records of related events on their own specific sites. Even a well maintained fire alarm system actuates when a detector head identifies a phenomena which is similar to smoke. This action will result in a false alarm and these are divided into categories. Causes of false alarms include dust, aerosols, steam, water, flies, spiders, vibration, electrical faults on the system and fumes from toasters.

13.2 The Department of Health (DH) in Leeds have produced guidance to Trusts on ways of reducing unwanted fire signals (UwFS) which will disrupt the services located within the effected premises. HTM 05 – 03 Part H provides the details on UwFS and how to minimise these actuations. The document also advises on alarm incident reporting procedures for false alarms with all Trusts expected to comply with these procedures.

13.3 Each Site Services Coordinator will liaise with the Berkshire Healthcare Fire Safety Specialist, on all fire safety aspects pertaining to their site. They will also investigate all UwFS and provide full details concerning the incident to the Fire Safety Specialist . The details of all fire alarm actuations have to be reported on the Berkshire Healthcare Datix on-line reporting system. Refer to Berkshire Healthcare policy ORG007 Incidents/Near Misses, Serious Incidents Requiring Investigation and Coroner Requirements.

## 14. REPORTING OF FIRES

- 14.1 **Emergency Number:** All Berkshire Healthcare sites with telephone switchboard facilities will operate a single emergency telephone number of **2222** (Prospect Park Hospital is an exception to this and uses 4444). For sites which do not have a 24hrs switchboard phone call direct to the fire brigade **(9)999** is to be used. All Fire Action Notices should reflect the required number.
- 14.2 Details of **ALL** outbreaks of fire within any Berkshire Healthcare properties (including ISS or Bellrock FM Service Provider areas) must be reported immediately by line management, to the Berkshire Healthcare Fire Safety Specialist (out of hours to the Estates & Facilities Senior Manager on call) and confirmed in writing using the fire reporting system, Datix. The Fire Safety Specialist will then make a decision on whether to attend the site to assist in carrying out a fire investigation and collecting relevant data.
- 14.3 Fires involving death or serious injury will be reported by telephone, by the senior member of staff present as a matter of urgency, Health & Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) and followed up in writing. The Chief Operating Officer and Director of Estates & Facilities will also be informed (out of hours via the On-Call Director).

## 15. FIRE EXTINGUISHER MAINTENANCE

- 15.1 All Berkshire Healthcare managed/occupied premises will have fire extinguishers installed at fire points situated in circulation routes and large rooms containing a specific fire hazard. Extinguishers could contain water, carbon dioxide, foam or dry powder and are available for use by staff to extinguish small fires and protect escape routes, if safe to do so. Fire blankets will be installed in kitchen and pantry areas. During Fire Warden and Inpatient Fire Evacuation training sessions, staff are instructed on how to safely use the variety of extinguishers available.
- 15.2 Berkshire Healthcare will have automatic fire extinguishing systems (gas suppression) installed on sites in high value equipment and/or high life risk locations.
- 15.3 Berkshire Healthcare, as part of the capital projects assessment process for high life risk and high value location, will include the pricing and assessment of the installation of suppression systems.
- 15.4 Extinguishers are required by legislation and are to be serviced on an annual basis by suitably qualified and competent persons and records maintained of these visits. The Estates & Facilities Directorate (ISS for Prospect Park/Bellrock Property and Facilities Management Ltd., for WBCH) are responsible for carrying out this planned preventive maintenance and have nominated personnel trained to the correct standards. A reputable third party accredited contractor can be used to provide this service.

## 16. RECORD KEEPING

- 16.1 To assist with the collation of fire related paperwork, each site will maintain a Fire Safety Folder containing documents relating to fire. A template for this folder is available on Teamnet.

The template is organised as follows:

**Section 1:** Fire Risk Assessment

**Section 2:** Fire Response Plan

**Section 3:** Personal Emergency Egress Plans (PEEPS)

**Section 4:** Roles and Responsibilities

**Section 5:** Record of Testing Fire Safety Equipment

- Weekly:  
Fire alarm should be sounded
- Monthly:  
Emergency lighting works when tested  
Pressure in stored-pressure extinguishers is okay  
Extinguishers are all in position  
Fire resisting doors in good condition  
External escape stairs safe  
Held open fire doors close on operation of the fire alarm  
Electronic exit doors release mechanisms work correctly
- Annually:  
Fire evacuation drill carried out

**Section 6:** Correspondence

16.2 On large sites this information may be held centrally with the Site Services Coordinator taking responsibility for keeping records, on small sites the service manager, designated by the Locality Director, will have this responsibility.

Estates and Facilities record the following pre-planned maintenance centrally and upload this information to the property maintenance and compliance recording systems:

- Fire Alarm Servicing
- Portable Appliance Testing
- Lightning conductor testing
- Electrical hard wiring 5 yearly
- Fire fighting equipment

16.3 It will be the responsibility of the Site Services Coordinator to ensure that this record (Fire Safety Folder) is maintained to a correct standard and readily available for inspection by authorised personnel.

**17. ARSON PREVENTION**

17.1 Berkshire Healthcare will follow the guidance in HTM 05-03 Part F: The prevention and control of arson in NHS healthcare premises

17.2 Arson prevention will be a component of all fire risk assessments and the general day to day management of all sites. Particular attention will be paid to sites with open access to the public, isolated or disused premises and those premises in socially deprived areas.

17.3 The following people should be involved in developing plans to combat arson:

- Fire Safety Specialist
- Security lead
- Estates and Facilities
- Site coordinators
- If appropriate the local fire brigade

- 17.4 Arson prevention will be included in all fire safety training with particular reference to; patients who present a risk of fire setting, housekeeping and management of external refuse areas.
- 17.5 All incidents of arson are to be reported using the DATIX incident recording system. The reports will be monitored and reviewed to assist with reduction of future incidents
- 17.6 Berkshire Healthcare will have high fire-risk rooms on all mental health inpatient wards. These rooms will be used to accommodate patients identified as being a high risk of fire setting.

## 18. REVIEW AND AUDIT

This Policy will be reviewed biennially or when circumstances dictate, initially by the Estates & Facilities Compliance and Risk Services Team and then by Berkshire Healthcare's Health, Safety and Environment Group and submitted to the Executive Non Clinical Risk Committee for comment and approval.

To provide the board and stakeholders or equivalent controlling body with sufficient assurance it is necessary to undertake an annual audit of the fire safety management system and the outcomes delivered and to assess these against the objectives set in the fire safety policy. While such a process should enable the organisation to demonstrate due diligence, it also serves as the means by which the board, partners or equivalent controlling body holds the management to account for the delivery of an appropriate level of fire safety.

**Audits are performed to ascertain the validity and reliability of information as well as to provide an assessment of the fire safety management system's internal control. In order to ensure the integrity of the audit process and provide the necessary assurance to the board, partners or equivalent controlling body within a structure of sound governance, the audit should be undertaken by parties independent of the fire safety management structure.**

Those undertaking the fire safety audit should be able to demonstrate sufficient competence in fire safety matters in the healthcare environment.

## 19. RELATED DOCUMENTATION

Smoke Free and Tobacco Reduction for People who use our Services Policy - CCR084  
Staff Smoke Free Policy – ORG041  
Searching Policy for Mental Health In-Patient Areas - CCR019  
Estates & Facilities Services Management Policy - HS028  
Incidents/Near Misses, Serious Incidents Requiring Investigation and Coroner Requirements  
Standard Specification of Works Document (currently in draft form)

**COMMENTS / FEEDBACK (This form can be photocopied as needed)**

**HS006 - Fire Safety Policy & Procedure**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Return comments for consideration three months prior to review date to the designated Policy lead or the Governance Administration Manager, 2<sup>nd</sup> Floor, Fitzwilliam House, Skimped Hill Lane, Bracknell, RG12 1BQ. Tel: 01344 415623

Page:  Paragraph:	
Page:  Paragraph:	
Page:  Paragraph:	
General comments:	

*Equality Analysis – Template*  
*‘Helping you deliver person-centred care and fair employment’*

<p><b>1. Title of policy/ programme/ service being analysed</b> Fire Safety Policy &amp; Procedure</p>	
<p><b>2. Please state the aims and objectives of this work and what steps have been taken ensure that Berkshire Healthcare has paid <u>due regard</u> to the need to eliminate discrimination, advance equal opportunities and foster good relations between people with protected characteristics.</b></p> <p>To assist in maintaining high standards of fire safety within Berkshire Healthcare premise for the benefit of all occupants.</p> <p>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.</p>	
<p><b>3. Who is likely to be affected? e.g. staff, patients, service users</b> This Policy applies to all Berkshire Healthcare premises and to premises where patients receive NHS-funded treatment or care, excluding a single private dwelling.</p> <p>This Policy applies to all employees and contractors of Berkshire Healthcare and all other organisations occupying or visiting any Berkshire Healthcare site.</p>	
<p><b>4. What evidence do you have of any potential adverse impact on groups with protected characteristics?</b></p> <p><b>Include any supporting evidence e.g. research, data or feedback from engagement activities</b></p>	
<p><b>4.1 Disability</b> <i>People who are learning disabled, physically disabled, people with mental illness, sensory loss and long term chronic conditions such as diabetes, HIV)</i></p>	<p><i>Consider building access, communication requirements, making reasonable adjustments for individuals etc</i></p> <p>No adverse impact identified.</p>
<p><b>4.2 Sex</b> <i>Men and Women</i></p>	<p><i>Consider gender preference in key worker, single sex accommodation etc</i></p> <p>No adverse impact identified.</p>
<p><b>4.3 Race</b> <i>People of different ethnic backgrounds, including Roma Gypsies and Travelers</i></p>	<p><i>Consider cultural traditions, food requirements, communication styles, language needs etc</i></p> <p>No adverse impact identified.</p>
<p><b>4.4 Age</b> <i>This applies to people over the age of 18 years. This can include safeguarding, consent and child welfare</i></p>	<p><i>Consider access to services or employment based on need/merit not age, effective communication strategies etc</i></p> <p>No adverse impact identified.</p>
<p><b>4.5 Trans</b> <i>People who have undergone gender reassignment (sex change) and those who identify as trans</i></p>	<p><i>Consider privacy of data, harassment, access to unisex toilets &amp; bathing areas etc</i></p> <p>No adverse impact identified.</p>

<p><b>4.6 Sexual orientation</b> This will include lesbian, gay and bi-sexual people as well as heterosexual people.</p>	<p>Consider whether the service acknowledges same sex partners as next of kin, harassment, inclusive language etc</p> <p>No adverse impact identified.</p>
<p><b>4.7 Religion or belief</b> Includes religions, beliefs or no religion or belief</p>	<p>Consider holiday scheduling, appointment timing, dietary considerations, prayer space etc</p> <p>No adverse impact identified.</p>
<p><b>4.8 Marriage and Civil Partnership</b> Refers to legally recognised partnerships (employment policies only)</p>	<p>Consider whether civil partners are included in benefit and leave policies etc</p> <p>No adverse impact identified.</p>
<p><b>4.9 Pregnancy and maternity</b> Refers to the pregnancy period and the first year after birth</p>	<p>Consider impact on working arrangements, part-time working, infant caring responsibilities etc</p> <p>No adverse impact identified.</p>
<p><b>4.10 Carers</b> This relates to general caring responsibilities for someone of any age.</p>	<p>Consider impact on part-time working, shift-patterns, options for flexi working etc</p> <p>No adverse impact identified.</p>
<p><b>4.11 Other disadvantaged groups</b> This relates to groups experiencing health inequalities such as people living in deprived areas, new migrants, people who are homeless, ex-offenders, people with HIV.</p>	<p>Consider ease of access, location of service, historic take-up of service etc</p> <p>No adverse impact identified.</p>
<p><b>5 Action planning for improvement</b></p> <p>5.1 Please outline what mitigating actions have been considered to eliminate any adverse impact?</p> <p>5.2 If no mitigating action can be taken, please give reasons.</p> <p>5.3 Please state if there are any opportunities to advance equality of opportunity?</p> <p>An Equality Action Plan template is appended to assist in meeting the requirements of the general duty</p>	
<p><b>Sign off</b></p>	
<p>Name of person who carried out this analysis: Berkshire Healthcare Fire Safety Officer</p>	
<p>Date analysis completed: April 2019</p>	
<p>Date analysis was approved by responsible Director: Ratified by the Safety, Experience and Clinical Effectiveness Group on 4<sup>th</sup> June 2019</p>	