Healthier Communities, Outstanding Care

NHS
Sherwood Forest Hospitals
NHS Foundation Trust

FIRE POLICY

POLICY

Reference	HTM FP01		
Approving Body	Fire Safety Review Committee, Estates and Facilities Governance Committee.		
Date Approved	4th November 2022		
For publication to external SFH website	**Positive confirmation received from the approving body that the content does not risk the safety of patients or the public:**		
	YES	**NO**	**N/A**
	✓		
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Legal and/or Accreditation Implications	Compliance with The Regulatory Reform (Fire Safety) Orders 2005		
Target Audience	All members of staff including agency, contract workers and voluntary services.		
Review Date	November 2025		
Sponsor (Position)	Director with Fire Safety Responsibility (Chief Financial Officer)		
Author (Position & Name)	Specialist Fire Advisor – Neil Rowley		
Lead Division / Directorate	Corporate		
Lead Specialty/ Service/ Department	Estates & Facilities		
Position of Person able to provide Further Guidance/Information	Associate Director of Estates & Facilities		

Associated Documents/ Information	**Date Associated Documents/ Information was reviewed**
No Applicable	
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1.0 INTRODUCTION

The trust has a commitment to continually monitor fire safety precautions throughout all trust premises and ensure compliance as far as reasonably practicable with the Regulatory Reform (Fire Safety) Orders 2005, the Department of Health Firecode HTM 05 series of documents and all other statutory legislation.

It is vital to the effectiveness of the policy that the policy is available to all staff, that they understand its content and are aware of their own role in ensuring a fire safe environment.

Compliance with this policy is mandatory in the interests of fire safety.

Chief Executive: Date: 2022

2.0 POLICY STATEMENT

The purpose of this policy is to provide an unambiguous statement of fire safety applicable to Sherwood Forest NHS Foundation Trust and to premises where patients of Sherwood Forest Hospitals NHS Foundation Trust receive treatment or care, excluding a single private dwelling.

This fire safety policy aims to minimise the incidence of fire throughout all activities provided by, or on behalf of, Sherwood Forest Hospitals NHS Foundation Trust.

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.

3.0 DEFINITIONS/ ABBREVIATIONS

HTM - Healthcare Technical Memorandum
NHS - National Health Service

4.0 ROLES AND RESPONSIBILITIES

Responsible Person
The Chief Executive for the Trust is the Responsible Person as defined by the Regulatory Reform (Fire Safety) Order 2005.

The duties imposed by the Regulatory Reform (Fire Safety) Order 2005 on the 'Responsible Person' are also imposed on <u>all</u> persons who have to any extent control of all or part of a premise.

The extent of the duties is determined by the extent of control exercised by that person, in essence, the person in charge of a ward or department at any given time is subject to the same responsibilities in so far as the elements they control.

Trust Board (Executive)

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

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

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

Chief Executive

The Chief Executive will on behalf of the board be responsible for ensuring that current fire legislation is complied with and where appropriate Department of Health Firecode guidance is implemented in all premises owned, occupied or under the control of the trust.

The Chief Executive will ensure that all agreements for the provision of care and other services by third parties including sufficient contractual arrangements to ensure compliance with the trusts policies.

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

Director with Fire Safety Responsibilities
The Chief Financial Officer – is identified as the nominated Board Level Director with fire safety responsibility

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

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

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

At an operational level the Director with Fire Safety Responsibilities will:-

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

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

Ensure that all work which has implications on fire precautions in new and existing Trust buildings is carried out to a satisfactory technical standard and conforms to all prevailing statutory and mandatory fire safety legislation (including Department of Health "Firecode").

Ensure that all proposals, for new buildings and alterations to existing buildings, are referred to the Fire Safety Manager and the Fire Prevention & Security Management Specialist before Building Control approval is sought.

Ensure that all passive and active fire safety measures and equipment are maintained and tested in accordance with the latest relevant legislation/standards, and that comprehensive records are kept.

Ensure co-operation between other employers where two or more share Trust premises.

Ensure through senior management and line management structures that full staff participation in fire training and fire evacuation drills is maintained.

Ensure that agreed programmes of investment in fire precautions are properly accounted for in the Trust's annual business plan.

Ensure that an annual certificate of fire safety management is evidenced prior to signature by the Chief Executive.

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

Associate Director of Estates and Facilities

The Associate Director of Estates and Facilities is accountable to the nominated Director with responsibility for Fire Safety and is responsible for:

- Providing solutions for the building recommendations and premises risks identified via the fire risk assessments, by the Fire Safety Advisor or Fire Safety Manger, that they are correctly dealt with, and if necessary, entered onto the Trust business plan and or risk register, as appropriate.
- Commissioning Competent Person's (Fire) who are installers and maintainers of fire safety equipment due to their skill, knowledge, and qualification.
- Ensuring there is sufficient resources are in place that an annual fire safety action plan/work programme is in place.
- Ensuring that an annual report is submitted to the Trust Board regarding fire safety management within the Trust and giving Board members assurance that adequate arrangements are in place to control fire risks which cannot be eliminated.
- Providing a link to trust committees and/ or groups to ensure that day to day implementation of the fire safety policy is covered within the Estates Team inputs to service line requests.

Fire Safety Manger

The Fire Safety Manager acts as the Authorised Person (AP) and as a focus for all fire related matters in the organisation. The level of accountability will be through the Director with fire safety responsibilities, via the Associate Director of Estates and Facilities.

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

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

Head of Estates and Facilities

The Head of Estates and Facilities will be accountable to the Associate Director of Estates and Facilities and has the responsibility to ensure:

- Monitoring the inspection and maintenance of fire safety systems and equipment to ensure it is compliant.
- Review of identified risks in fire risk assessments and if necessary, place on the Trust risk register. Any financial costs associated with the fire risk assessment findings that require capital funding are identified and brought through the appropriate channels.
- Building compliance in accordance with fire safety legislative requirements by obtaining expert and technical advice, considering advice from the Fire Safety Manger, the Specialist Fire Advisor, Authorising Engineer (Fire) or instruction from the Fire Authority.
- Support the liaison with enforcing authorities when necessary.
- Co-operation between employers where two or more share the premises.
- Monitoring and the mitigation of False Alarms.
- Before commencing of work any planned hot works on or in Trust owned, or Trust controlled premise, any contractor will be issued with a Permit to Work.
- Develop and deliver the Trust's Estates and Facilities Fire Safety Annual Forward Plan and to provide an annual update on progress to the Trust Board.
- That contractors or sub-contractor thereof, appointed to work in Trust premises: have access to a copy of this policy and have carried out a fire risk assessment for their work activity, with particular reference to how their work may affect the safety of staff, patients or visitors.

Specialist Fire Advisor

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

The Fire Safety Advisor will be responsible for:

- Undertaking, recording and reporting fire risk assessments.
- Providing expert advice on fire legislation.
- Providing expert technical advice on the application and interpretation of fire safety guidance including Firecode.
- Assisting with the review of the content of the Trust's fire policy.
- Assisting with the development and delivery of a suitable and sufficient fire training programme for staff.
- The assessment of fire risks within the premises owned or under the control of the trust.
- The preparation of fire prevention and emergency action plans.
- The investigation of all fire related incidents and fire alarm actuations.
- Liaison with the local fire and rescue services.
- Liaison with the enforcing authorities on technical issues.
- Liaising with Trust managers and staff on fire safety issues.
- Liaising with the appointed Authorising Engineer (Fire).

Authorising Engineer(s) (Fire) – Externally Appointed

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

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

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

Competent Person (Fire)

Installers and those employed or contracted to maintain fire safety equipment must be able to demonstrate a sound knowledge and specific skills in the specialist service being provided.

This may include the installation and/or maintenance of related fire safety equipment or services such as:

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

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

Local Management

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

- Monitoring fire safety within their respective workplaces and ensuring that contraventions of fire safety precautions do not take place.
- Ensuring local fire risk assessments are undertaken and maintained up to date.
- Ensuring that annual evacuation drills or simulation exercises, maintaining patient care and safety, are carried out and recorded for all staff.
- Notifying the fire safety advisor of any proposals or considerations to change use including any temporary work which may impact on the risk assessment and ultimately the safety within their area.
- Reporting any defects in the fire precautions and equipment in their area through the helpdesk and ensuring that appropriate remedial action is taken.

- Escalating any failures of the contract service provider to respond and rectify defects within a reasonable period through the trust estates and facilities contract management team.
- Ensuring that local fire emergency action plans are developed, brought to the attention of all staff and adequately rehearsed to ensure sufficient emergency preparedness.
- Ensuring the local fire emergency action plan is revised in response to changes including temporary works which may affect response procedures.
- Ensuring the availability of sufficient numbers of appropriately trained staff at all times to implement the local fire emergency action plan.
- Ensuring the duties outlined in this document and relevant fire safety instructions are brought to the attention of staff through local induction and ongoing staff briefings.
- Ensuring that every member of their staff attends fire safety training as set out in the fire safety training matrix.
- Ensuring that all new staff on their first day in the ward / department are given basic familiarisation training within their workplace to include:

  - Local fire procedure and evacuation plan
  - Means of escape
  - Location of fire alarm call points
  - Fire-fighting equipment
  - Any fire risks identified in the area

- Keeping a record of staff induction and attendance at fire safety training.
- Ensuring staff at all levels understand the need to report all fire alarm actuations and fire incidents as detailed in the fire protocol documents.
- Ensuring that the staff record is completed to indicate how this document has been brought to the attention of all staff.
- Where appropriate ensure that sufficient fire wardens are identified and appointed to their specific areas of responsibility.

Fire Warden

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

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

The Fire Warden will:

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

Fire Incident Manager

The most senior person in charge of an area and present at the time that an incident occurs should assume the role of Fire Incident Manager.

The Fire Incident Manager is required to:

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

Fire Response Team Leader

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

The Response Team Leader is required to:

- Respond to fire alarms and fire events confirmed or otherwise.
- Take responsibility for direction of the Fire Response Team.
- Liaise with the Fire Incident Manager.
- Liaise with the attending Fire and Rescue Service.
- Instigate the internal major incident plan (where considered necessary).

Fire Response Team

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

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

All Staff, Contract Staff and Volunteers

All staff, contract staff and volunteers should:

- Comply with the Trust fire safety protocol and fire procedures.
- Participate in fire safety training and fire evacuation exercises where applicable.
- Familiarise themselves with all the designated means of escape in case of fire and bring

- to the attention of their manager and the Trust Fire Advisor any defective equipment which might result in a fire.
- Report deficiencies in fire precautions to line mangers and fire marshals/wardens.
- Report fire incidents and false alarm signals in accordance with trust protocols and procedures.
- Ensure the promotion of fire safety at all times to help reduce the occurrence of fire and unwanted fire alarm signals.
- Set a high standard of fire safety by personal example so that members of the public, visitors, students will leave trust premises with a positive image regarding the good fire safety practice displayed by the organisation as a whole and acceptance that good fire safety practice is the normal condition.

Fire Safety Committees & Estates Governance Committee

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

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

In such circumstances the relevant committee will act as a parallel conduit for reporting on fire safety issues to the Trust Board and for conveying exception reporting of issues for which the Fire Safety Manager or Fire Safety Advisor may consider themselves to be professionally compromised.

5.0 APPROVAL

This fire policy document has been compiled under the guidance of the Fire Prevention Department in full consultation with the team of Senior Managers, the Health & Safety Committee with staff representation, and the Fire Review Group.

The Policy document was approved by the Trust Estates Governance Committee.

The Policy document was presented to the Chief Executive for signing.

6.0 DOCUMENT REQUIREMENTS

The Trust Board expects those tasked with managing aspects of fire safety to:

- Diligently discharge their fire safety responsibilities as befits their position;

- Have in place a clearly defined management structure for the delivery, control and monitoring of fire safety measures;

- Have in place a programme for the assessment and review of fire risks.

- Develop and implement appropriate protocols, procedures, action plans and control measure to mitigate fire risks, comply with relevant legislation and, where practicable, codes of practice and guidance;

- Develop and disseminate appropriate fire emergency action plans pertinent to each department / building / area to ensure the safety of occupants, protect the delivery of service and, as far as reasonably practicable, defend the property and environment;

- Develop and implement a programme of appropriate fire safety training for all relevant staff;

- Develop and implement monitoring and reporting mechanisms appropriate to the management of fire safety.

7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

Minimum Requirement to be Monitored (WHAT – element of compliance or effectiveness within the document will be monitored)	Responsible Individual (WHO – is going to monitor this element)	Process for Monitoring e.g. Audit (HOW – will this element be monitored (method used))	Frequency of Monitoring (WHEN – will this element be monitored (frequency/ how often))	Responsible Individual or Committee/ Group for Review of Results (WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)
Periodic review of fire and false alarm incident reports	Fire Safety Manager	Audit of Incident Reports and investigation of cause	Immediately following incident	Fire Review Group Report and verbal update by the Specialist Fire Advisor
Periodic review of fire safety training records	Fire Safety Manager	Audit of attendance records	Monthly	Fire Review Group Report and verbal update by the Specialist Fire Advisor
Periodic review of fire service notices and communications	Fire Safety Manager	On receipt from Fire Authority and continually audited	Reviewed quarterly & where necessary	Estates and Facilities Governance Committee Fire Review Group Trust Risk Committee
Programme of Fire Risk Assessment	Fire Safety Manager	Audit and inspection of fire safety operations	In accordance with review schedule	Estates and Facilities Governance Committee Fire Review Group Trust Risk Committee
Fire safety audit reports and Annual fire safety report	Associate Director of Estates & Facilities	Audit and continual review	Reviewed monthly & quarterly	Estates and Facilities Governance Committee Trust Risk Committee
Periodic third-party fire safety audit	Associate Director of Estates & Facilities	Audit and continual review	Reviewed quarterly	Estates and Facilities Governance Committee Trust Risk Committee

8.0 TRAINING AND IMPLEMENTATION

This policy will be implemented via the line management system and will be available to everyone on the intranet. It will also form part of any future training needs where considered appropriate. It will be communicated to new starters at the Trust's orientation day as part of the induction process.

9.0 IMPACT ASSESSMENTS

- This document is not subject to an Environmental Impact Assessment

10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

Evidence Base:

- Regulatory Reform (Fire Safety) Orders 2005
- Firecode HTM 05-01 Managing healthcare fire safety
- Health and Safety at Work Act 1974
- The Building Regulations 2010 Approved Document B

Related SFHFT Documents:

- Annual Fire Safety Report
- Fire Safety Management Protocol
- Fire Safety Training Education Protocol
- Fire Prevention Protocol
- Fire Alarms and Unwanted Signals Protocol
- Fire Risk Assessment Protocol

11.0 APPENDICES

- Equality Impact Assessment

APPENDIX 1 - EQUALITY IMPACT ASSESSMENT FORM (EQIA)

Name of service/policy/procedure being reviewed: Fire Policy			
New or existing service/policy/procedure: Existing			
Date of Assessment: 04 April 2022			
For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas)			
Protected Characteristic	**a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider?**	**b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?**	**c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality**
The area of policy or its implementation being assessed:			
Race and Ethnicity	Availability of this policy in languages other than English on request	Alternative version will be created on request	None
Gender	None	Not applicable	None
Age	None	Not applicable	None
Religion	None	Not applicable	None
Disability	Blind or Impaired vision	Alternative large print version will be created on request. Usable technology by end user	None
Sexuality	None	Not applicable	None
Pregnancy and Maternity	None	Not applicable	None
Gender Reassignment	None	Not applicable	None
Marriage and Civil Partnership	None	Not applicable	None
Socio-Economic Factors	None	Not applicable	None

(i.e. living in a poorer neighbourhood / social deprivation)			

What consultation with protected characteristic groups including patient groups have you carried out?

- None for this version

What data or information did you use in support of this EqIA?

- Trust policy approach to availability of alternative versions

As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?

- No

Level of impact

From the information provided above and following EQIA guidance document Guidance on how to complete an EIA (click here), please indicate the perceived level of impact:

Low Level of Impact

For high or medium levels of impact, please forward a copy of this form to the HR Secretaries for inclusion at the next Diversity and Inclusivity meeting.

Name of Responsible Person undertaking this assessment: Neil Rowley – Specialist Fire Advisor

Signature: NEIL ROWLEY

Date: April 2022