

Fire Safety Management

Fire Safety Training & Education Protocol

Regulatory Reform (Fire Safety) Orders 2005

FIRE SAFETY TRAINING & EDUCATION PROTOCOL

1. INTRODUCTION

This protocol contributes to the fulfilment of developing of fire safety protocols as stated in Health Technical Memorandum 05-01 Managing healthcare fire safety (second edition). This protocol addresses 'Fire Safety Training & Education'.

2. SCOPE

This protocol will be implemented throughout all premises, or parts of premises, that the Trust owns, or those for which the Trust is responsible for maintaining the fire safety training of staff including staff, volunteers and contracted staff.

3. CONTEXT

Fire safety training supports the overall trust training & education strategy which is driven through the requirement to delivery high quality patient centred care. The education and development initiatives result in the fulfilment of the Trust's 'Dedicated to Outstanding Care' vision and quality patient care through a well-trained and managed workforce. (Refer to Training, Education & Development Strategy section 9).

Sherwood Forest Hospitals recognises the need to provide adequate fire safety training as a legal duty placed on the responsible person by the Regulatory Reform (Fire Safety) Orders.

In accordance with Health Technical memorandum 05-01 Healthcare organisations are required, both under Law and under the guidance recommended within Firecode, to provide effective training in fire safety and how to respond to an outbreak of fire. **This applies to all staff without exception.**

In order to satisfy the legal requirements for training, staff must have an understanding of the fire risks to which they may be exposed and know what to do in the event of a fire so that fire safety procedures can be applied effectively. This requirement applies to all staff irrespective of their seniority or professional discipline. All staff training should take place during the normal working hours of those being trained.

All staff members including contracted, agency and locum staff are required to attend an update session within the arranged training programme in order to receive regular updated fire safety training, information and instruction. The duration and frequency of the training is determined by a training needs analysis. This takes into account the fire risks present in the premises, the numbers and level of dependency of people at risk, and the responsibilities of staff in a fire emergency.

The outcomes of the fire risk assessment and the resulting determination of training requirements is formally recorded and periodically reviewed. It is expected that staff involved in the direct care of patients, who may need to help evacuate others, should receive face to face instruction more frequently than those who may only be required to evacuate themselves from the building on the sounding of the fire alarm.

The training programme makes reasonable provision to facilitate staff working patterns, including those on permanent night duty and those that work part-time, to ensure that sufficient training opportunity is available to all staff members.

Fire safety training will only be delivered by persons competent in fire safety within the healthcare environment.

In order to verify that appropriate training has been completed in accordance with the training needs analysis by each member of staff, records are maintained which include:

- The names of those attending
- The dates and duration of the instruction
- The nature and content of training given
- Details of those providing instruction

Those records will be made available to each staff member's manager to facilitate them discharging their duty to ensure that all their staff members attend the fire necessary safety training.

4. FIRE SAFETY TRAINING NEEDS ANALYSIS

The rationale for delivering fire safety training is to ensure that members of staff are suitably trained to assist occupants effectively in a fire emergency.

The arrangements for training ensure that there are sufficient staff trained in all aspects of fire prevention, fire protection and evacuation procedures, and where necessary, they are able to use the appropriate extinguishing equipment.

The Trust has taken into consideration the guidance issued by the Department of Health and also that offered within HTM 05-01 and has made it a mandatory requirement that all staff irrespective of grade will attend or receive fire training on an annual basis.

All grades of nursing staff and carers irrespective of specialty will receive general fire safety classroom based training as will housekeeping, portering and ward catering staff.

The Trust has determined that whether staff members perform an administrative role only or whether there is patient contact by clerical staff they will similarly receive the same base level training as staff who perform patient led services.

Further department based training will be required as deemed necessary to cover elements specific to patient evacuation and ward/department risk.

Managers who perform a role involving the fire incident management will receive additional training within the major incident framework and backed up with training specific to fire related responsibilities.

The fire training matrix indicates the frequency and nature of training requirements for the respective senior managers, health care professionals and supporting services including administrative roles.

All staff will receive initial fire awareness training at the orientation day and local training by their respective manager which includes local procedures and building familiarity.

The Trust offers two types of annual mandatory general training update, face to face and an E-learning module. The Trust has taken into account the guidance issued by the Department of Health learning and development department with regard to the use of E learning as an education tool.

Clinical staff must only attend face to face training every year and non-clinical staff must attend face to face training at least every two years. In the interim year it is acceptable for non-clinical staff to access the e-learning module.

The training and education department have developed a mandatory training schedule where front line professional staff members receive their annual update. The fire safety training is included within the programme in order to achieve the compliance with fire regulations.

Specific local induction training must be carried out within the local induction procedures. This includes local evacuation procedures, the location of fire exits, fire alarm call points and first aid fire equipment.

Records of fire training attendance are recorded on the Trust OLM system and are communicated to all managers on a monthly basis. Non-compliance is monitored by the fire prevention department and reported through line management.

The nature, frequency and duration of fire will be determined by the Fire Safety Manager. The training will be reviewed periodically and any adjustments made to deliver the desired training outcomes.

5. FIRE TRAINING MATRIX

Key A = On commencement of employment – first day B = On commencement of joining an area of work 12 = Maximum 12 months interval between training module 24 = Maximum 24 months interval between training module	Fire safety orientation training (Induction)	Fire safety orientation training (Local)	General fire safety E learning	General fire safety Classroom	General fire safety Specialist training Medical gases, smoke spread and flammables	Ward based considerations Silver/Gold	Fire safety Incident management	Fire safety Incident management Support staff Inc. security	Fire safety Incident management	Fire evacuation Ward level walk through consider patient capacity	Fire evacuation Critical areas walk through consider patient capacity	Fire evacuation Exercise
Administration-Office based employee with no clinical patient or public contact	A	B	24	12								
Administration-Clinical areas or enters wards and specialist treatment areas	A	B		12						24		
Professional Allied-Pathology, Pharmacy etc.	A	B		12	24							
Support services- Housekeeping, Portering, Catering etc.	A	B		12								
Nursing/Carers, Therapy and Diagnostic	A	B		12	24					12		24
Nursing/Carers critical areas ICCU, Special Care and Operating Theatres	A	B		12							24	24
Incident management- Silver/Gold, Duty Nurse Manager	A	B		12	24	24	24	24				

6. FIRE TRAINING SYLLABUS

The training syllabus will provide information covering the main elements required to provide as safe as practicable, a fire free environment. Also taking into account the needs of staff to understand the danger of fire and staff responsibilities including the following:

- Understand the characteristics of fire, smoke and toxic fumes
- Know and familiarise staff with the fire hazards involved in the working environment
- The requirement to practice and promote good fire prevention
- Understand the fire action procedures within the area of work and know instinctively the correct action to take if there is an outbreak of fire or smoke is detected
- Be familiar with the work area and surroundings in order to perform an evacuation or movement of people to a place of safety. This includes knowledge of escape routes etc.
- Understand responsibilities for fire safety and each person's duty of care
- Requirement to participate in training sessions
- Receive information on any significant events or findings brought about through risk assessment or incident

The training syllabus is not limited to the above information and any additional fire safety measures or advice that is considered relevant or requested by the fire service may be included.

7. WARD/DEPARTMENT BASED TRAINING

Additional to the mandatory training programme wards and departments will receive local training to develop local understanding of department fire prevention and evacuation procedures. The training will be delivered by the department lead, supported where necessary by the Trust Fire Safety Advisor. Walk through exercises with consideration of fire prevention, fire related risks and knowledge of evacuation routes and techniques will form the major part of the local training, understanding and education.

This will develop an understanding which supports the Communicating and Working Together philosophy necessary within each ward or department.

8. FIRE EVACUATION

Full fire evacuation training exercises will only be carried out with the authorisation of the Medical Director or Chief Nurse.

Where fire evacuation exercises are deemed appropriate the evacuation procedure will take into consideration the recommendations set out in Health Technical Memorandum 05-01.

The effectiveness both of emergency plans for dealing with a fire and of various aspects of fire safety training should be tested by means of a practical fire drill, preferably both day and night.

The frequency and organisation of such exercises is a matter for local management. It is recommended that they take place at least every two years and simulate conditions in which at least one of the escape routes is deemed to be obstructed by fire or smoke.

The progress of drills should be monitored by specially nominated competent staff.

Records giving details of the drill and its outcome should be kept by the department lead and attached to the risk assessment document.

During drills, the member of staff who is advised of the supposed outbreak should operate the fire alarm and thereafter the fire routine should be rehearsed as fully as circumstances allow.

Practice fire drills are not always possible and may be detrimental to the delivery of care and should not endanger those taking part.

9. WARD BASED SIMULATED EVACUATION TRAINING

In the event of difficulties or inability to perform a practical full evacuation due to the clinical needs of the patients, the ward leader and divisional matron will ensure that all staff members are walked through the local procedure.

The drills will be carried out as a simulated exercise in conjunction with the ward/department's current risks as described within the assessment document. It is important that staff understand the fire evacuation strategy for the ward or department.

Any significant findings or risks identified as a result of the training must be highlighted through the divisional management structure, added to the divisional risk register where considered necessary and should also be reported to the trust fire safety manager for review and obtaining specialist advice.

10. TRAINING ATTENDANCE MONITORING, EVALUATION AND REVIEW

Record of staff attendance will be maintained by the Training Education and Development Department on the Trust OLM electronic system. Monthly reports will be sent to all managers with a spread sheet included showing a list of staff who remain non-compliant.

In accordance with Trust policy any staff member due for an incremental review or approaching a gateway will not be entitled to receiving the pay uplift until compliance is achieved and registered.

The professional training and education team will evaluate the training delivery and feedback from staff members from the evaluation and commentary submissions received. Further evaluations will take place through the locally based training sessions completed by the ward matrons to ensure the information is relevant and supports the requirement to maintain a fire safe environment.

The outcome of any fire evacuation exercises will enable further evaluation with regard to the efficacy of the training.

11. FIRE SAFETY AUDIT

Audits will be carried out locally by the head of service/matron to ensure the training delivers the necessary outcome and is embedded within the work philosophy and quality care process of each ward. It is important to provide assurance that staff members are aware of their fire safety responsibilities, their role in fire prevention and how to implement the fire emergency action plan.

Further audits may be conducted by the Trust Fire Safety Manager and Fire Safety Advisor and the Trust Authorising Engineer (Fire) to establish an assurance that training is creating a competent work force capable of responding to a fire situation and performing a safe evacuation.

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