FIRE SAFETY POLICY

Policy Statement

Public Health Wales considers fire safety to be of great importance and seeks to assure all staff and stakeholders that it has appropriate policies and procedures in place to safeguard them from the effects of fire.

This policy has been developed in line with the requirements of the Health and Safety at Work etc., Act 1974 and The Regulatory Reform (Fire Safety) Order 2005 and the Welsh Government’s Fire Safety Policy for the NHS Estate in Wales.

Policy Commitment

Public Health Wales is committed to ensuring the health, safety and welfare of its staff and those who are affected by its activities, and recognises the obligations imposed under:


- Minimise the incidence of fire and/or unwanted fire alarms throughout Public Health Wales’ estate
- Minimise the impact of fire on life safety, delivery of service, the environment and asset(s).

Public Health Wales will make and give effect, where responsible, to such appropriate organisational arrangements for the planning, organisation, control, monitoring and review of its preventative and protective measures. The Trust will implement such general fire precautions and will ensure, so far as is reasonably practicable, the safety of its service users, employees, contractors and visitors. If and when a fire does occur, Public Health Wales aims to ensure that:
- Management of fire safety risk is consistent with and supports the achievement of the Trust strategic and corporate objectives. This is via control of hazards with regular inspection and assessment/audit of premises, provision and maintenance of fire extinguishers and training of staff.

- Management of fire alarm detection systems in order to eliminate/reduce unnecessary activations of alarms.

- Cooperate and coordinate with other responsible persons who also occupy the building and keep them informed of any significant risks identified by Public Health Wales and the measures in place to reduce/control those risks which might affect the safety of their employees.

- Where premises are occupied by more than one organisation, it cooperates with other organisations and that there is a coordinated approach to fire safety.

In the event of a fire Public Health Wales aims to ensure that:

- The incident is rapidly detected and effectively contained in its early stages, thus allowing:
  - Building users and responders to be alerted and the swift and safe evacuation of staff, clients, visitors and other stakeholders to a place of safety.

**Supporting Procedures and Written Control Documents**

All other organisational Health and Safety policies, procedures and written control documents:

- Health and Safety Policy
- Fire Safety Procedures
- Fire Safety Checks (weekly – Quarterly and Annually)
- Fire Risk Assessments

**Scope**

This policy and any arrangements made under it applies to:

- All persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers, those holding honorary contracts and those engaged by the NHS Wales Health Collaborative

- All service users, visitors and volunteers;
Where Public Health Wales provides services with other organisations, including health boards, the policies and procedures of the employing organisation including honorary contract holders will apply. Where appropriate joint working arrangements will be agreed and for shared premises a Service Level Agreement/Memorandum of Understanding or alternative agreement will be in place.

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