



GIG
CYMRU
NHS
WALES

Iechyd Cyhoeddus
Cymru
Public Health
Wales

Reference Number: PHW07
Version Number: 3
Date of next review: 30 Sept 2020

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:

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 (issued under cover of WHC (2006) to:

- 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.	
Equality and Health Impact Assessment	Assessment complete and provided
Approved by	People and Organisational Development Committee
Approval Date	19 December 2017
Review Date	30 September 2020
Date of Publication:	5 February 2018
Group with authority to approve supporting policies and procedures	Policies - People and Organisational Development Committee Procedures – Health and Safety Group
Accountable Executive Director/Director	Huw George, Deputy Chief Executive/ Executive Director for Finance and Operations
Authors	Mark Parsons, Head of Estates (Facilities) & Health and Safety

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
V3	30 Sept 2017	TBC	TBC	The fire policy and procedure was one document and outlined a number of roles and groups that are no longer in place or have changed significantly. Therefore, a full redraft was undertaken, providing organisational commitment to fire safety and a separate procedure document.