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Iechyd Cyhoeddus
Cymru
Public Health
Wales

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FIRE SAFETY PROCEDURE

Introduction and Aim

Public Health Wales is committed to ensuring the health, safety and welfare of its staff and those who are affected by its activities. This procedure 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 and supports the Trust Fire Safety Policy.

The Procedure aims to:

- outline the requirements under the Regulatory Reform (Fire Safety) Order 2005 and the Trust's duty of care under the Health and Safety at Work etc., Act 1974;
- outline the management of Fire Safety arrangements within Public Health Wales;
- minimise the Health and Safety (fire) risks within Public Health Wales to all staff and others;
- recognise the obligations imposed under the Health and Safety at Work etc., Act 1974, This policy identifies Public Health Wales' response to its obligations under 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)74) 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).

Linked Policies, Procedures and Written Control Documents

Identify interdependencies with other policy/control documents.

Scope

This procedure 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	This was completed for the Fire Policy and also applies to this procedure.
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Accountable Executive Director/Director	Huw George Deputy Chief Executive / Executive Director of Operations and Finance.
Author	Mark Parsons Head of Estates (Facilities) and 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 the [Corporate Governance](#).

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
V3	30-Sept-17	19-Dec-17	5-Feb-18	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.

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1 Introduction

In the event of fire, Public Health Wales would face a unique set of challenges due to the potential widespread damage to assets (including buildings, equipment and sources of information/data), short and long-term disruption of normal working arrangements and possible curtailment of services. An incident would also impact on service users and other building users due to the possible requirement to evacuate parts or all of a building.

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

This procedure has been devised to set out the measures expected to comply with the *Regulatory Reform (Fire Safety) Order 2005* and the Welsh Government's Fire Safety Policy for the NHS Estate in Wales (published under cover of WHC (2006)74).

In addition to legislation the Department of Health have produced a number of guidance documents called Health Technical Memorandum (HTM), and HTM 05-01: Managing healthcare fire safety.

Health Technical Memorandum 05-01 sets out guidance that recognises the nature of healthcare organisations and the need for a robust system of fire safety management. The guidance and recommendations contained in this Health Technical Memorandum should allow the current statutory regulations to be applied sensibly within a framework of understanding.

The primary remit of NHS organisations with regard to fire safety is the safety of patients, staff and visitors. For all premises under their control, NHS organisations will need to select and effectively implement a series of measures to achieve an acceptable level of fire safety

2 Procedure aims and objectives

Public Health Wales aims to 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:

- The 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 of and maintained fire extinguishers and training of staff.
- There is management of fire alarm detection systems in order to eliminate/reduce unnecessary activations of alarms.
- There is cooperate and coordination with other responsible persons who also occupy the building and that they are keep 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 to enable the swift and safe evacuation of service users, staff, visitors, contractors and other stakeholders to a place of safety.

3 Responsibilities

The Trust has assigned the following responsibilities to its employees

The Chief Executive is responsible for the implementation of the fire policy and fire procedures and shall assume overall responsibility for fire safety within the Trust premises.

The Director at board level with the nominated responsibility for fire safety is the **Deputy Chief Executive / Executive Director of Operations and Finance**.

Their duties include:

- Maintenance of fire safety standards throughout the Trust.
- Ensuring that all the Trust premises have local auditable standards for fire safety compliance.

- Appointing a trained and competent Nominated Officer Fire(s)
- Ensuring that suitable and sufficient resources are made available so that all employees receive fire training on an annual basis.
- Providing a safe working environment
- Initiating action to prevent or reduce the adverse effects of risk
- Minimising the human cost of risks i.e. protection of service users, staff, visitors and others affected by Trust activities from risks as far as is reasonably practicable
- Meeting statutory obligations
- Meeting the requirements set out in HTM 05-01 "Firecode" and any other appropriate regulations
- Minimising the financial consequences of adverse risk
- Minimising the risks associated with new developments and activities

Fire Precautions Officers (Nominated Officer(s) Fire) – The Fire Precautions Officer (FPO) for Public Health Wales premises is the respective Senior Manager based on that site and they will assume the role of FPO for their premises and be responsible for the following:

- Supervising the effective day to day maintenance of the fire safety policy
- Developing any additional local procedures required for their site. (see appendix 1)
- Ensuring that all staff participate regularly in training and fire drills and the maintenance of training records for all staff
- Completing an annual fire audit on the state of fire safety procedures in the premises for which they have responsibility
- Appointing one or more deputies to ensure that a responsible person is available to take charge in an emergency.
- Appointing fire wardens for premises where this is required

On multi occupancy sites where no single manager has overall site responsibility, Departmental managers will assume responsibility of the implementation for these procedures within their area of control and are required to liaise with colleagues to ensure effective arrangements are in place.

These arrangements must be recorded locally and held with Fire safety documentation for the premises.

These arrangements will be overseen on behalf of the Deputy Chief Executive / Executive Director Operations and Finance for Public Health Wales NHS Trust by the Head of Estates (facilities) and Health and Safety.

The Head of Estates (Facilities) and Health and Safety assists the Deputy Chief Executive / Executive Director of Operations and Finance in ensuring that the physical fire systems such as smoke/fire detection systems are maintained and tested on a regular basis. The Head of Estates (Facilities) and Health and Safety will hold and ensure compliance with all conditions specified within current legislation, for all properties owned, or occupied by the Trust.

This includes:

- Working with People and Operational Development (Training) to develop and assess training programme for the Trust staff
- Providing comment on locally developed user evacuation procedures
- Attending evacuations/fire drills where appropriate to give advice and guidance.
- Liaising with the Fire Wardens in the organisation of regular fire drills, witnessing their effectiveness, or otherwise, and recommending remedial actions when necessary.
- Ensuring that up to date fire action plans are issued
- Arranging for Fire risk assessments and maintenance of premises of fire fighting/alarm/detection systems to be undertaken (See appendix 2)
- Providing advice within the Trust on HTM 05
- Providing advice to Public Health Wales NHS Trust on the management on fire policies, procedures, and fire and evacuation drills

Line managers are responsible for ensuring that fire safety policies and particular instructions are brought to the attention of their staff and observed by them. They should make provisions to ensure that every member of staff undertakes mandatory fire precautions training and participates in fire drills, (minimum every 6 months).

Line managers must ensure that every new member of staff is given basic fire precautions instructions relative to their own place of work, this should be carried out as soon as possible after taking up appointment and in any case within the first week of employment.

This training should include the following:

- Awareness and location of the Trust Fire Policy, Trust Fire Procedures, Local Fire Precautions and Fire action Notices
- Awareness of the sound of the fire alarm
- Awareness of the position of the Fire Alarm and Call points and how they operate
- Awareness of the position, and use of fixed and portable fire fighting equipment
- Knowledge of all fire escape routes and fire exits
- Location of the Site/Departmental fire assembly point
- Provide key contact details corporately and locally (see appendix 3)

Fire wardens where appointed have the following responsibilities:
(HTM 05-01- 7.29)

- Inspection of the fire safety systems within their appointed area, recording findings and reporting defects
- Initial co-ordination and direction of staff actions in the event of a fire emergency
- Where applicable carry out a roll call in the event of an evacuation.
- Support line managers in their fire safety issues.

All employees and all other persons engaged in business on behalf of the Trust have duties and responsibilities in respect of fire safety and are personally responsible for complying with the Trust fire policy and procedures and all local fire precautions.

4. Legislation/Guidance:

The main Acts and regulations bearing on fire safety in NHS healthcare premises are:

- The Health & Safety at Work etc Act 1974
- The Building Act 1984
- The Registered Homes act 1984
- The Housing Act 1984
- The Health and Safety (Safety Signs and Signals) Regulations 1999
- The Management of Health and Safety at Work Regulations 1999
- FIRECODE HTM 05 suite of publications
- Regulatory Reform (Fire Safety) Order 2005
- British Standards and Codes of Practice

PRÉCIS OF GENERAL FIRE PROCEDURE FOR PREMISES

[Note these model instructions should be adapted to fit local processes and a copy held locally]

Fire Procedures

Site Address:

Address of relevant building:

These premises are used for:

Administration – Information Technology - Training

Responsible Persons

Name

Fire Procedure

On Discovering or Suspecting a Fire

Raise the alarm

- Operate the nearest fire alarm point
- Contact the Fire Service by dialling (9) – 999 saying “**There is a Fire at XXXXX**”. (The fire service may ask for additional information, answer all questions and follow instructions given).
- Try and contain the fire – close all doors if **safe to do so**.
- Evacuate all visitors and staff to a place of safety using the nearest and safest fire exit route.
- **Do NOT** use the lifts.
- If trained and there is no risk to yourself fight the fire using appropriate extinguisher.
- Report to fire Marshall/Warden or person in charge of area and update them of the situation
- Senior fire Marshall must take charge of the situation until the fire rescue service or senior manager arrive.

On Hearing the Fire Alarm

All areas

- Evacuate all persons to the fire assembly point using the safest and nearest fire exit.
- Designated Senior Manager/Fire Marshall to take charge
- Senior manager/Fire Marshall to go to main panel and remain there for Fire Wardens to give the floor all clear.
- Do not silence alarm
- Locate area where alarm has sounded – if fire is discovered fight fire if trained and if **safe to do so**.
- Try and contain the fire – close all doors if **safe to do so**.
- **Do NOT** use the lift.
- Staff must make their way to designated assembly points.
- **Do NOT** re-enter the building until told it is safe to do so by the fire brigade/security/ or Nominated Officer Fire.

Fire Assembly points

Identify designated assembly points

Checking for signs of Fire

- **Officer in charge designates Fire Wardens to check area based on information available on the panel.**
- **Wardens to look for signs of fire e.g. smoke flames burning smell**
- Remember you're looking for **signs of a fire** and not a fire itself. **If there's an obvious fire get out and call the fire and rescue service out on (9) - 999.**
- Where possible, don't search for signs alone. Consider searching in pairs.
- Have another member of staff at the alarm panel and remain in contact.
- When investigating **look, listen** and **smell** for signs of fire. It might be smoke, unusual noises or heat and could be any one, some, or all of those signs.
- **In closed rooms** before opening a door feel it with the back of your hand, as high up the door as you can reach, for signs of heat. If it is hot **do not** open the door.

- **If at any time you discover signs of fire, raise the alarm, get out using the nearest fire exit and call the fire service on (9)-999.**

When the call to the fire service is made, clearly state that an investigation has taken place and this is a call to a **FIRE** and not just an alarm sounding.

FIRE RISK ASSESSMENT GUIDELINES

Background to Risk Assessment

The introduction of the Regulatory Reform (Fire Safety) Order, 2005 replaces all previous fire safety Legislation.

Any previously carried out Fire Risk Assessments under the Fire Precautions (Workplace) Regulations 1997, as amended 1999, which have been previously reviewed, will now need to be revised taking account of the wider scope of the "Order".

Management of Health & Safety at Work Regulations 1992

Regulation 3 of the Regulations makes it a requirement for all employers and self-employed persons to carry out a 'suitable and sufficient' assessment of risk to employees and anyone else affected by the activities of the organisation. This enables the employer to implement suitable and appropriate control measures and organisational procedures within the workplace.

Carrying Out Fire Risk Assessment

Fire risk assessments will be carried out on behalf of Public Health Wales NHS Trust by a suitably qualified Fire Risk Assessor. A copy of the completed risk assessment will be provided to the site/locality manager for inclusion in the local file and to the Head of Estates (Facilities) and Health and Safety.

Reviewing Fire Risk Assessments

Public Health Wales will aim to undertake risk assessments in frequencies proportionate to their use, these are recommended at:

Premises mainly administration occupation – 5 yearly

Premises used as mixed occupation – 3 yearly

In addition to this frequency assessments must be reviewed and modified whenever required by the following factors:

- Prior to Occupation
- Changes in work practice, technology, or the workplace.
- Additional hazards are identified or reported.
- Periodical reviews

Significant Findings of the Assessment

- Significant findings of the assessment must be recorded and will include:
- The preventative or protective measures in place to control risks.
- What further action, if any, needs to be taken to reduce the risks?
- Proof that a suitable and sufficient assessment has been made.
- Proof that a suitable and sufficient Action Plan is in place.

Action Plan

When existing controls are adequate the only further requirement is to monitor the situation.

When the controls are not regarded as adequate an action plan should be developed to implement the controls within sensible time scales

The Action Plan should set out the following: -

- **What needs to be done**
- **Who needs to do it**
- **When it should be completed**

The urgency of the completion depends upon the level of risk and is linked to the risk ratings produced during the evaluation process.

The Health and Safety Professional Lead for the Estates (Facilities) and Health and Safety team will be responsible for the implementation of the Action Plan and assign all user responsibilities.

Emergency Evacuation Assessment

Why this form is important?

The Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999, the Disability Discrimination Act 1995, Equality Act 2010 and The Regulatory Reform (Fire Safety) Order 2005, place duties on Public Health Wales to implement effective arrangements for access and emergency evacuation for employees and visitors. We would ask that you complete this form so that we may establish any particular needs that you may have to enable you to safely evacuate the building. Any detail you provide will be handled in confidence and stored only, with your consent, with the necessary parties required to ensure your safety and that of others.

This form is confidential.

Employee Name:

Tel:

Job Title:

—

Department:

Location:

_____Floor _____

Description of Duties:

Date Completed:

A: Normal Place of Work

	Building 1	Building 2	Building 3
Building			
Floor			

B: Evacuation Details

1. If your building takes you to more than one location in the building to which you are based please describe these areas.

Continue on a separate sheet if required.

2. Would it help you if you were to be provided with a written emergency evacuation procedure?

Yes: No:

3. Do you require the emergency evacuation procedures to be provided in an alternative format e.g. BSL, Braille, tape, large print etc?

Yes: No:

4. Do you have any problems reading and identifying the signs that mark the emergency exits and evacuation routes to the emergency exits?

Yes: No:

5. Do you have any problems hearing the fire alarm(s) provided in your place(s) of work?

Yes: No:

6. Would you experience any problems raising the alarm if you discovered a fire?

Yes: No:

7. Is anyone designated to assist you to get out in an emergency?

Yes: No: Don't Know:

8. Are you likely to experience difficulties independently traveling to the nearest emergency exit for a safe and timely evacuation?

Yes: No: Don't Know:

9. Do you find the stairs difficult to use?

Yes:

No:

10. Are you dependent on a wheelchair for mobility?

Yes:

No:

11. If you use a wheelchair, would you have problems being able to transfer from your wheelchair without assistance? N/A

Yes:

No:

12. General comments (to include any relevant information not already identified above)

If you have ticked "YES" to any of the above then the Personal Emergency Evacuation Plan in Appendix 4 should also be completed

Personal Emergency Evacuation Plan

This form should be completed for an employee who requires assistance with ANY aspect of emergency evacuation. The plan should include assistance required from the point of raising the alarm to passing through the final exit of the building.

Any detail you provide will be handled in confidence and stored only, with your consent, with the necessary parties required to ensure your safety and that of others.

A copy of the completed form will be held by:

- Employee
- Employee's line manager
- Fire coordinator (for each building identified)

Note: This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or employee).

A: Alarm System

1. I am able/unable to raise the alarm (delete as appropriate).

If unable to raise the alarm independently, please detail agreed alternative procedures.

2. I am informed of an emergency evacuation by:

- | | |
|---------------------------------------|--------------------------|
| Existing audible alarm system: | <input type="checkbox"/> |
| Vibrating pager: | <input type="checkbox"/> |
| Visual alarm system: | <input type="checkbox"/> |
| Other (please specify): | <input type="checkbox"/> |

B: Evacuation Procedure (step by step account starting when alarm raised and finishing on final exit)

C: Designated Assistance (details of EVAC Team roles designated to assist in executing evacuation plan)

D: Equipment Provided and its Location

E: Safe Routes (description of the primary and secondary escape routes)

A building layout plan should be attached to this form with routes clearly marked.

I am aware of the emergency evacuation procedures and believe them to be appropriate to the needs identified above:

Employee Signature:

Date:

—

—

Employee Name (please print):

—

Assessor Signature:

Date:

—

—

This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building or employee).

**For further help and advice, please contact:
Nicola White -PHW Health and Safety Lead**

Appendix 5

Fire Safety Responsibilities – Key Contacts

Role	Name	Phone number
Site/Building Fire Precautions Officer	To be added locally	To be added locally
Fire Wardens	To be added locally	To be added locally
Deputy Chief Executive / Executive Director of Operations & Finance	Huw George	029 20 348770
Head of Estates (Facilities) and Health & Safety	Mark Parsons	029 21 674954 07967 345808
Facilities Manager	Catherine Thomas	029 20 104269 07833 460717