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Public Health  
Wales

**Reference Number:** PHW07

**Version Number:** 4

**Date of next review:** 05 December  
2025

# 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

[All corporate policies and procedures are available on the Public Health Wales website](#)

## 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.

<b>Equality and Health Impact Assessment</b>	An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages.
<b>Approved by</b>	Health and Safety Group – 30 September 2022 Business Executive Team – 05 December 2022
<b>Approval Date</b>	05 December 2022
<b>Review Date</b>	05 December 2022
<b>Date of Publication:</b>	20 December 2022
<b>Accountable Executive Director/Director</b>	Huw George Deputy Chief Executive / Executive Director of Operations and Finance.
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### **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](#).**

<b>Summary of reviews/amendments</b>				
<b>Version number</b>	<b>Date of Review</b>	<b>Date of Approval</b>	<b>Date published</b>	<b>Summary of Amendments</b>
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.
V4	30- Sept-2022	05 Dec 2022	20 Dec 2022	<p>Page 7- Updates to responsibilities for Board and Chief Executive</p> <p>Page 8- Fire Safety Manager to be undertaken as part of Health and Safety Advisor role and duties included.</p> <p>Page 9- Authorising engineer duties included and local fire manager responsibilities included</p> <p>Page 11- Updates to responsibilities for all employees</p> <p>Page 12- Competent Person Fire duties included</p> <p>Page 12- Role of Health and Safety Group included</p> <p>Page 13- Section on fire safety protocols added and included.</p> <p>Page 17- Fire Safety legislation updated to reflect current applicable legislation and regulations and guidance</p> <p>Fire Risk Assessment guidelines removed from appendices as</p>

				<p>included in main body of document</p> <p>Fire Warden weekly checklist added to Appendix 4</p> <p>Appendix 5- Contact details updated</p>
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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 there are a number of guidance documents called Welsh Health Technical Memorandum (WHTM), and WHTM 05-01: Managing healthcare fire safety. NHS Wales Shared Services Partnership – Specialist Estates Services have adapted this guidance for application in Wales under the title WHTM 05-01: Managing healthcare fire safety.

WHTM 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 WHTM 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. 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 and 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 roles and responsibilities to ensure its fire safety management responsibilities are met:

#### **The Board**

- Has overall accountability for the activities of the Trust, which includes fire safety.
- Receives appropriate assurance that the requirements of current fire safety legislation and the objectives of Firecode are being met.
- Discharges the responsibility for fire safety through the Chief Executive.

#### **The Chief Executive**

- Is responsible for ensuring that current fire legislation is complied with and, where appropriate, Firecode guidance is

implemented in all premises owned, occupied or under the control of the Trust.

- Ensures that all agreements for the provision of services by third parties include sufficient contractual arrangements to ensure compliance with the Trusts Fire Safety Policy.
- Discharges the day-to-day operational responsibility for fire safety through the Board Level Director with fire safety responsibility.

**Board Level Director (with fire safety responsibility - Deputy Chief Executive / Executive Director of Operations and Finance.**

- Assisting the Chief Executive with fire safety matters
- Maintenance of fire safety standards throughout the Trust.
- Ensuring that all the Trust premises have local auditable standards for fire safety compliance.
- Appointing a competent Fire Safety Manager. Ensuring that suitable and sufficient resources are made available so that all employees receive fire training on an annual basis and participate in evacuation drills
- 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 WHTM 05-01 "Firecode" and any other appropriate regulations
- Minimising the financial consequences of adverse risk
- Minimising the risks associated with new developments and activities
- Devolves the day-to-day fire safety duties to the Fire Safety Manager (Head of Estates, Facilities and Safety).

**Fire Safety Manager (FSM) - The Head of Estates, Facilities and Safety**

- Assist 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.



- Hold and ensure compliance with all conditions specified within current legislation, for all properties owned, or occupied by the Trust.
- 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
- Ensuring that risks identified in the fire risk assessment are included in the organisation's risk register where appropriate
- Providing advice within the Trust on WHTM 05-01
- Providing advice to Public Health Wales NHS Trust on the management on fire policies, procedures, and fire and evacuation drills

### **Fire Safety Advisor (FSA) – Health and Safety Advisor**

- Provide expert advice on fire legislation
- Provide expert technical advice on the application and interpretation of fire safety guidance
- Assist with the review of the content of the Trusts fire safety policy and procedure
- Assist with the development and delivery of a suitable and sufficient training programme for staff
- Assessment of the fire risks within premises owned, occupied 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;
- liaise with the enforcing authorities on technical issues;
- liaise with managers and staff on fire safety issues;
- liaise with the Authorised Engineer (Fire) - NHS Welsh Shared Service Partnership / Specialist Estates Service..
- Undertake fire safety audits

### **Authorising Engineer (Fire)**

The Authorising Engineer (Fire) will act as an independent professional adviser to the Trust. This role is provided by NWSSP-SES as detailed in FSN11/14.

In brief, the Authorising Engineer (Fire) will fulfil the following duties on behalf of the Trust:

- Provide independent professional advice on all aspects of Healthcare fire safety.
- Undertake reviews of systems and installations.
- Support and improve competency levels of NHS staff.
- Maintain a distribution system to ensure that any adverse incidents and other relevant information is circulated to the appropriate individuals.
- Provide advice and support on the development of fire strategies through the design, installation and commissioning of new schemes, extensions and refurbishment projects.

### **Local Fire Coordinator/Manager (LFC/LFM) – Site Specific**

For Public Health Wales premises, this is the respective Senior Manager based on that site and they will assume the role of LFC/LFM 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
- Assist the FSM and FSA with reports of all fire incidents including false alarms, and implement any action 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. They are also 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.

### **Line Managers**

Are responsible for ensuring that fire safety policies and procedures 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 5)

**Fire wardens** where appointed have the following responsibilities:

- Inspection of the fire safety systems within their appointed area, recording findings and reporting defects (Appendix 4)
- 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**

- Comply with the Trusts fire safety policy and fire procedure;

- Participate in fire safety training and fire evacuation exercises in accordance with the Trusts training needs analysis;
- Report deficiencies in fire precautions to line managers and Fire Wardens;
- Report fire incidents and false alarm signals in accordance with the Trusts policy and procedure;
- 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 and visitors, when leaving Trust premises, take with them an attitude of mind that accepts good fire safety practice as normal.

### **Competent Person (Fire)**

Installers and maintainers of fire safety equipment will be commissioned by the Trust and 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/services such as:

- Fire alarm and detection systems
- Fire Stopping
- Portable fire-fighting equipment
- Emergency Lighting

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

### **Health and Safety Group**

The Health and Safety Group will consider fire safety matters as it affects the Trust. In particular, it will:

- Review and approve the Trusts Fire Safety Policy and Procedure;
- Review and receive assurance on key performance indicators relating to fire safety;
- Review arrangements for fire safety training and arrangements to maintain staff competencies and receive assurance for training compliance;
- Review estates matters relating to the findings of the fire risk assessments including performance of repairs etc. identified

- Report key matters of fire safety to the Trusts Board

## **4. Fire Safety Protocols**

### **4.1 Fire Risk Assessments**

#### **4.1.1 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".

The Management of Health & Safety at Work Regulations 1992 Regulation 3 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.

#### **4.1.2 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.

#### **4.1.2 Reviewing Fire Risk Assessments**

Public Health Wales will aim to undertake risk assessments at frequencies determined by the Fire Risk Assessor within the Fire Risk Assessment.

In addition to this, Risk 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

#### **4.1.3 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.

#### **4.1.4 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 Advisor for the Estates, Facilities and Safety team will be responsible for the implementation of the Action Plan and assign all user responsibilities.

## **4.2 Fire Evacuation Plans**

For all sites occupied by Trust staff, a fire evacuation plan must be developed by the LFC/LFM in collaboration with the FSA. This plan will identify the arrangements to be taken by members of staff (and others if appropriate) in the event of an:

- alarm being raised and/or
- actual fire emergency

The plan must ensure, so far as is practicable, that persons in immediate danger from fire can be evacuated safely to a place of safety. The plan must take into consideration factors such as the speed of response of the fire and rescue emergency services and if necessary obtaining additional staff to assist in evacuation etc. Evacuation plans should not place reliance on any external emergency services.

#### **4.3 Personal Emergency Evacuation Plans (PEEPs)**

Personal Emergency Evacuation Plans (PEEP's) are required for disabled staff needing assistance to leave the building. PEEP's are to be developed by line managers in conjunction with the individuals concerned and detail the method of escape to be used. (Appendix 2 & 3)

#### **4.4 Fire Evacuation Drills**

Fire evacuation drills will be held every six months on all Trust sites. The purpose of the drill is to confirm the effectiveness of the Site Fire Evacuation Plan.

#### **4.5 Fire Drawings**

Managers are to ensure that all sites and occupied areas display specific fire drawings. Up to date plans of all sites are a requirement under fire legislation/regulations and must be available for inspection and show the following:

- Passive and active fire protection measures
- Emergency and escape lighting
- Fire alarm and detection systems
- Engineered fire solutions used within the building
- The dimensions of fire exit routes
- Access and facilities for the fire service

#### **4.6 Fire Safety Log Book**

While fire safety protocols provide detailed procedures and information applicable to the whole Trust, fire safety log books should be developed for each site. The LFC/LFM will have responsibility for compiling and maintaining a Fire Safety Log Book for all sites occupied by PHW staff.

The purpose of the site/building fire safety log book is to record details of relevant passive and active fire precautions provided. This

information, which should include accurate as-installed drawings, is typical of the information required to comply with Regulation 38 of the Building Regulations. The information, which should be compiled in a usable format, and made readily available to the attending fire and rescue service on their arrival, will also support demonstrating compliance with the Fire Safety Order. Information that should be provided includes:

- Fire Safety Plans of the premise
- Fire Safety Checklists
- A copy of the emergency evacuation plan (including PEEPS)
- The premises Fire Risk Assessment
- Staff fire safety training records
- Records of fire drills and emergency fire action plan rehearsals
- Records of fires, false alarms and unwanted fire signals

Staff training records and records of fire drills/fire emergency action plan rehearsals should be updated as appropriate. Changes to the fire risk assessments, fire emergency action plans etc should be reflected in the fire safety log book following discussion with the FSM or FSA.

## **4.7 Fire Safety Training**

Adequate fire safety training is essential to ensuring that fire prevention and emergency action plans can be put into practice. The provision of adequate fire safety training is a legal duty placed on the responsible person by the Fire Safety Order. In order to satisfy the legal requirements for training, staff need to 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. It is the responsibility of heads of service and departmental managers to ensure that all of their staff have attended the appropriate fire safety training.

### **4.7.1 Fire Safety Induction Training (Local)**

All staff, including part-time, agency staff and volunteers, should receive local fire safety induction training on or before their first day of employment, or on their relocating to a new work area/premise. This may be delivered by the staff member's line manager or the person in charge of the area in which they are to work. As a minimum this should include:



- details of the risk identified in the fire risk assessments for the area(s) concerned
- details of the protective and preventative measures in place
- any specific instruction necessary to prevent fire in the area as a result of hazardous processes, substances and/or equipment
- details of the local fire emergency action plan
- a physical tour of the escape routes and assembly points, if appropriate, or places of relative safety.

#### **4.7.2 Fire Safety Training (Corporate)**

In addition to local fire safety induction training, all staff will receive corporately arranged Fire Safety Training. The purpose of this training is to provide a greater understanding of the fire safety processes and issues throughout the wider organisation and enable staff to learn about and practise basic fire safety actions.

Refresher training will be provided to all staff at a frequency of every two years.

In order to verify that appropriate training has been completed in accordance with the training needs analysis by each member of staff, records should be retained either locally or through the Electronic Staff Register system (ESR).

Staff with specific fire safety responsibilities (e.g. LFC/LFM, Fire Wardens) will receive appropriate information and training.

## **5. 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 Building Regulations 2010
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Management of Health and Safety at Work Regulations 1999
- FIRECODE HTM 05 suite of publications
- The Regulatory Reform (Fire Safety) Order 2005
- The Construction (Design and Management) Regulations 2015
- The Equality Act (2010)
- British Standards and Codes of Practice

## Appendix 1

### 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.

## 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, 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.

<p style="text-align: right;"><i><b>Continue on a separate sheet if required.</b></i></p>
---

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?

**Yes:** ☐

**No:** ☐

**N/A:** ☐

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 3 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:

<b>Existing audible alarm system:</b>	<input type="checkbox"/>
<b>Vibrating pager:</b>	<input type="checkbox"/>
<b>Visual alarm system:</b>	<input type="checkbox"/>
<b>Other (please specify):</b>	<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:  
PHW.Facilities@wales.nhs.uk**

## Appendix 4



### FIRE WARDEN WEEKLY CHECKLIST

Premise/Area covered:	Fire Warden Name:	Date:

DAILY CHECKS
Daily checks are to be undertaken by a fire warden on the day
PREVENTION
<b>Are the escape routes clear?</b> E.g. clear of obstructions, floor free from trip hazards
<b>Is the workplace kept clear of waste and rubbish?</b>
<b>Do staff keep their personal workplace tidy?</b>
<b>Are storage areas suitably managed?</b> E.g. free of fire hazards, clear spaces around shelving/stacked materials and kept clear of light fittings and fire detectors, shelving/stacked materials are stable
ESCAPE
<b>Are escape routes clearly marked with exit signs incorporating the 'running man' symbol?</b>
<b>Is all signage visible and unobstructed?</b>
<b>Are fire doors free from door wedges?</b> Fire doors should be kept closed
<b>Do all emergency lighting have the green LED visible and illuminated?</b> (older systems may have a red LED visible)
FIRE EXTINGUISHERS
<b>Are all extinguishers visible and unobstructed?</b> Correctly located and haven't been blocked, moved or are missing
OTHER CONSIDERATIONS
<b>Are staff (where applicable), visitors and contractors all using the sign-in book?</b>

WEEKLY CHECKS				
PREVENTION	Yes	No	Actions/Comments/Observations	Date
<b>Are the escape routes clear?</b> Are escape routes clear of obstructions, floor free from trip hazards				
<b>Are all personal electrical items (e.g. heaters/fans/mobile chargers etc.) suitably managed?</b> E.g.: Unplugged at the end of each day, Cable integrity, away from sources of fuel (paper etc.), PAT Tested, daisy chaining				

<b>Is the workplace kept clear of waste and rubbish?</b>				
<b>Is waste put in a safe, secure place awaiting collection</b> (i.e. not accessible to the public and in a secured compound)				
<b>Do staff keep their personal workplace tidy?</b>				
<b>Are storage areas suitably managed?</b> e.g. free of fire hazards, clear spaces around shelving/stacked materials and kept clear of light fittings and fire detectors, shelving/stacked materials are stable				
<b>Are all stocks of flammable liquids suitably stored?</b> E.g. Stored in locked cabinets, area kept clean and tidy, stock kept to a minimum, kept away from possible sources of ignition				
<b>COMMUNICATION</b>	<b>Yes</b>	<b>No</b>	<b>Actions/Comments/Observations</b>	<b>Date</b>
<b>Are all manual call points are visible and free of obstruction?</b> Should be located on escape routes and, in particular, at all storey exits and all exits to open air.				
<b>Is the fire alarm tested weekly and maintained on a regular basis?</b>				
<b>Are all sounders &amp; visual alarm devices within designated area operational during regular alarm tests (to the best of your knowledge?)</b>				
<b>ESCAPE</b>	<b>Yes</b>	<b>No</b>	<b>Actions/Comments/Observations</b>	<b>Date</b>
<b>Are escape routes clearly marked with exit signs incorporating the 'running man' symbol?</b>				
<b>Is all signage visible and unobstructed?</b>				
<b>Are fire doors free from door wedges?</b> (Fire doors should be kept closed. Where necessary door guards can be fitted)				
<b>Do all emergency lighting have the green LED visible</b>				

<b>and illuminated?</b> (older systems may have a red LED visible)				
<b>Are all self-closers on doors operational?</b> Do they close properly / are doors free from any damage?				
<b>Can all fire exits can be opened in the event of escape?</b> (NB: some doors may remain locked during normal conditions, but should open in the event of alarm). Check "secure" doors during fire alarm test in designated area				
<b>FIRE EXTINGUISHERS</b>	<b>Yes</b>	<b>No</b>	<b>Actions/Comments/Observations</b>	<b>Date</b>
<b>Are all extinguishers visible and unobstructed?</b> (Check all extinguishers are correctly located and haven't been blocked, moved or are missing)				
<b>Are all fire extinguishers, hose-reels, and automatic sprinkler systems etc. regularly inspected and tested by competent persons?</b>				
<b>OTHER CONSIDERATIONS</b>	<b>Yes</b>	<b>No</b>	<b>Actions/Comments/Observations</b>	<b>Date</b>
<b>Are staff (where applicable), visitors and contractors using a sign-in book?</b> (these should be kept for 7 years and available upon request)				
<b>Are all outside contractors and visitors supervised while on site?</b>				
<b>Are permit to work and hot work permit procedures adopted on the site?</b> (these should be kept for 7 years and available upon request)				

Please return to [phw.Facilities@wales.nhs.uk](mailto:phw.Facilities@wales.nhs.uk)

## Appendix 5

### Fire Safety Responsibilities – Key Contacts

Role	Name	Phone number
Local Fire Coordinator/Manager	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 Safety (Fire Safety Manager)	Christopher Orr	029 21 674954 07967 345808
Health & Safety Advisor (Fire Safety Advisor)	TO BE ADDED	TO BE ADDED
Senior Facilities Manager	Catherine Thomas	029 20 104269 07833 460717