



## Fire Safety Policy

### Contents

1	Statement of Aims and Objectives .....	2
2.	Principles .....	2
3.	Definitions: .....	3
4.	Responsibilities .....	3
5.	Education and Training .....	5
6.	Monitoring and Compliance .....	5
7.	Audit and Review .....	5
8.	References .....	6
9.	Equality Analysis .....	6
	Appendix A: Site Fire Emergency Plan Template .....	7
	Appendix B: Personal Emergency Evacuation Plan (PEEP).....	11



## **1 Statement of Aims and Objectives**

- 1.1. South East Coast Ambulance Service NHS Foundation Trust (the Trust) acknowledges its responsibilities under the Regulatory Reform (Fire Safety) Order 2005.
- 1.2. The Trust will ensure that all statutory requirements, risk assessments, procedures, training and information are undertaken for fire safety compliance.
- 1.3. The promotion of fire safety is regarded as a mutual objective of both management and staff at all levels within the Trust.

## **2. Principles**

- 2.1. The current legislation in the form of the Regulatory Reform (Fire Safety) Order 2005 requires a managed risk approach to fire safety. The process of fire risk assessment, mitigation and review requires a robust system of management capable of identifying hazards, quantifying their impact, devising appropriate mitigation and continual monitoring.
- 2.2. Each site that is directly managed by the Trust will have:
  - A current Fire Risk Assessment which is available to staff, contractors and others who are authorised to be on the premises. The Fire Risk Assessment will be located within the green site logbook.
  - A suitable and sufficient Planned Preventative Maintenance program for all fire safety systems and equipment.
  - An Emergency Action Plan (site specific fire procedure document and fire action notice) to include raising the alarm in case of fire, alerting the fire service and evacuation of those present in the premises to a pre-determined assembly area.
  - A maintained Fire Safety logbook for recording evacuation drills and routine fire alarm testing.
  - Electronic or hard copy records for the maintenance and testing of fire extinguishers, fire alarm systems, automatic door closer systems, dry riser and sprinkler systems.
  - This policy details the fire safety arrangements that are applicable to all Trust premises and all persons connected with the Trust, including full time, part-time employees, agency staff, students, apprentices, bank staff, volunteers, contractors and visitors.



### 3. Definitions:

- 3.1. **Automatic fire detection system** - A means of automatically detecting the products of a fire and sending a signal to a fire warning system.
- 3.2. **Disabled** - People with a physical, sensory or other impairment, which affects their mobility or their use of buildings.
- 3.3. **Emergency escape lighting** - Lighting provided to illuminate escape routes that will function if the normal lighting fails.
- 3.4. **Emergency lighting** - Lighting provided for use when the supply to the normal lighting fails.
- 3.5. **Escape route** - Route forming that part of the means of escape from any point in the premises to a final exit.
- 3.6. **Final exit** - An exit from a building where people can continue to disperse in safety and where they are no longer at danger from fire and /or smoke.
- 3.7. **Fire risk assessment** - Overall process of identifying hazards and evaluating the risks to people and / or property arising from them, taking account of existing risk controls and / or proposed risk controls.
- 3.8. **Responsible person** - The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005.

### 4. Responsibilities

- 4.1. **Chief Executive Officer:** On behalf of the Board of Directors, the Chief Executive Officer has overall legal responsibility and accountability for the compliance of the Trust with all aspects of Fire Safety. This ultimate accountability cannot be delegated to any other individual within or external to the Trust.
- 4.2. The Chief Executive Officer will be responsible for ensuring that the objectives of the Trust's Fire Safety Policy are fully understood by all members of the Board of Directors including Non-Executive Directors.
- 4.3. **Director of Nursing & Quality:** The Chief Executive Officer delegates responsibility for the co-ordination of Fire Safety matters to the Director of Nursing & Quality who will appoint competent persons to assist them.
- 4.4. **Head of Health and Safety:** The Head of Health and Safety will assume the role of Competent Person and is responsible for advising the Chief Executive Officer and the Executive Director of Nursing and Quality on all aspects of fire safety within the Trust.
- 4.5. **Director of Finance and Corporate Services:** The Director of Finance and Corporate Services is responsible for ensuring that the agreed program of investment is properly accounted for in relation to fire safety.



- 4.6. **Head of Estates:** The Head of Estates is responsible coordinating the following fire safety arrangements:
- 4.7. Fire precautions are in place, particularly those affecting property and equipment.
- 4.8. An effective fire risk assessment program is in place with reviews taking place no later than 3 yearly.
- 4.9. An effective maintenance program and the development of an annual capital program to ensure fire safety compliance is in place.
- 4.10. **Heads of Departments:** Heads of Departments ensure fire safety within the buildings for which they have overall responsibility. In buildings of shared occupancy, a common fire safety 'emergency procedure' should be adopted, in agreement with the other employers, to ensure that the building is safely evacuated under all conditions. Trust buildings should have a completed and displayed Site Fire Emergency Plan as per **Appendix A: Site Fire Emergency Plan Template**. Heads of Department should ensure that they and their staff attend statutory fire training and that training records are kept up to date. They should also ensure that any staff in their building that require specific evacuation assistance in the event of a fire complete a Personal Emergency Evacuation Plan (PEEP) as per **Appendix B** and that this is shared with relevant managers.
- 4.11. The Head of Department is responsible for ensuring records are kept up to date in relation to staff training, testing reports of unwanted fire signals and all other records associated with the fire safety log.
- 4.12. **Fire Marshals:** The Fire Marshalls shall be nominated by the Head of Department for each building. The number of Marshals in a building will depend on the size of the building, the number of floors, the number of staff working there and should consider operational Rota patterns. This should be agreed with the Fire Safety Manager based on the Fire Risk Assessment.
- 4.13. The Fire Marshal should arrange to have one or more trained deputies, to ensure continuity of their roles should they be absent from the building.
- 4.14. The Fire Marshal's appointment should be made known to workers and they should be clearly identifiable at the time of emergency so that those who are asked to evacuate understand the authority of the person requiring them to do so.
- 4.15. The principal role of the Fire Marshal will be to act as a contact point for their building and to support the Head of Department in arranging fire drills to be carried out. In the event of an emergency fire situation, the Fire Marshal or their deputy will coordinate and direct the actions of staff during an evacuation procedure and liaise with the fire and rescue service.
- 4.16. In the event of a fire occurring in a shared occupancy building, such as an Ambulance Community Response Post (ACRP), the Fire Marshal may assist other nominated individuals to carry out their emergency roles (refer to local emergency procedure).



- 4.17. **All Staff:** Staff are responsible for maintaining a fire safe environment within the Trust's buildings. Annual completion of fire safety training is mandatory on the Trust's E Learning Platform Discover, so that they can always maintain adequate standards of fire prevention and fire evacuation procedures.
- 4.18. **All staff** must cooperate with their employer by fulfilling all duties and responsibilities and using equipment, in accordance with this policy and associated training. It is also the responsibility of every member of staff to report to their manager or Fire Marshal, any instance where fire precautions or procedures are not being properly observed. Staff should be aware of the potential for arson. Managers or Fire Marshals should then take all reasonable action to try to correct or remove the deficiency immediately, before reporting the matter to the Fire Safety Manager.
- 4.19. **Estates:** The Estates Team, accountable to the Head of Estates, are responsible for the management of the nominated service provider who will: ensure all fire alarm systems, emergency lighting systems and fire-fighting equipment fitted in Trust premises are subject to a regular testing program. Records of each test are held by the Estates Team and accessible to the Health and Safety Department. The records will be regularly audited by the Health and Safety Department.

## 5. Education and Training

- 5.1. All Board Directors should undergo safety for directors training accredited by the Institute of Occupational Safety and Health (IOSH) or an equal alternative.
- 5.2. All staff must complete statutory Fire Safety training annually.
- 5.3. All Fire Marshalls must complete Fire Marshall training every two years.

## 6. Monitoring and Compliance

- 6.1. The Health & Safety Committee and Fire Safety subgroup has overall responsibility for monitoring compliance with this policy.
- 6.2. The Health and Safety Department will audit each Trust site annually for reviewing compliance with this policy.
- 6.3. Where compliance falls below policy standard an escalation report will be provided to the Health and Safety Committee along with an action plan for rectification.

## 7. Audit and Review

- 7.1. This policy will have its effectiveness reviewed by the Health and Safety Committee at regular intervals.
- 7.2. The policy effectiveness will be reviewed using the tools set out in the Trust's Policy and Procedure for the Development and Management of Trust Policies and Procedures (also known as the Policy on Policies).



- 7.3. This document will be reviewed in its entirety every three years or sooner if new legislation, codes of practice or national standards are introduced, or if feedback from employees indicates that the policy is not working effectively.
- 7.4. All changes made to this policy will go through the governance route for development and approval as set out in the Policy on Policies.

## **8. References**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005

## **9. Equality Analysis**

- 9.1. The Trust believes in fairness and equality, and values diversity in its role as both a provider of services and as an employer. The Trust aims to provide accessible services that respect the needs of each individual and exclude no-one. It is committed to comply with the Human Rights Act and to meeting the Equality Act 2010, which identifies the following nine protected characteristics: Age, Disability, Race, Religion and Belief, Gender Reassignment, Sexual Orientation, Sex, Marriage and Civil Partnership and Pregnancy and Maternity.
- 9.2. Compliance with the Public Sector Equality Duty: If a contractor carries out functions of a public nature, then for the duration of the contract, the contractor or supplier would itself be considered a public authority and have the duty to comply with the equalities duties when carrying out those functions.



## Appendix A: Site Fire Emergency Plan Template

### REGULATORY REFORM (FIRE SAFETY) ORDER 2005

1. Address of the site to which this Fire Emergency Plan relates	Full address including postcode.
2. Site type	Is this an ACRP, MRC, Regional Office etc.
3. Primary purpose of building	What are the primary functions delivered from this site.
4. Responsible Health and Safety Person	
5. Date of last fire risk assessment	
6. Details of action from fire risk assessment that have not been completed.	
7. Trained Fire Marshalls for site	Provide names of all trained Fire Marshalls
8. Fire warning arrangements	If a fire detection system is fitted does this conform to BS 5839 and to which category.
9. Action in the event of fire	Provide information on action to be taken on discovering a fire and on hearing a fire alarm.
10. Emergency escape routes	Detail the primary final exits as per fire exit signage.
11. Arrangements for fighting fires	What arrangements are in place for fighting a fire.
12. Procedure for coordinating an evacuation and for liaising with the fire brigade	What are the fire evacuation procedures for the site?
13. Other key responsibilities in the event of fire	Who has what responsibility during a fire evacuation?
14. Are there any Personal Emergency Evacuation Plans in place	Identify where PEEP plans are held.
15. Presence of visitors, contractors, service providers	What arrangements are in place for the safety and accountability of contractors and visitors during a fire evacuation.





16. Shutdown/isolation of critical machines, appliances, processes, power supplies etc. in the event of a fire	Is there a requirement to close any services during an evacuation and if so, who has this responsibility
17. Specific arrangements, if necessary, for high fire risk areas of the workplace, and dangerous substances	Where high risk areas have been identified in the sites Fire Risk assessment have arrangements been put in place to manage these risks.
18. Contingency plans in the event of failure with safety systems (such as fire detection, warning systems and emergency lighting) are out of order	How would the site manage the temporary loss of key Fire safety systems?
19. Fire information & instruction – residents, students & visitors	What fire information and instruction are provided to site contractor and visitors.
20. Fire training programme – all staff (Including fire drills)	What fire training is provided to all staff who attend this site.
21. Fire training programme – nominated staff	What additional fire safety training is provided to staff with specific responsibilities during a fire evacuation.
22. Fire safety arrangements: drawings and plans	Is there an up-to-date zone breakdown of the fire detection system if an addressable fire detection system is not fitted. This should be located next to the fire alarm panel.
23. Fire safety systems	Information on any doors, gates and shutters that are connected to the fire detection system.



## **FIRE SAFETY RECORDS**

Records relating to fire safety arrangements and precautions must be accessible at all times.

## **MEANS OF ESCAPE**

Escape routes (corridors, stairways, gangways, walkways etc.) and exits are sited as shown on the site zone plan(s).

Unless otherwise specifically approved via formal Fire Risk Assessment, all escape routes are kept free from potential sources of ignition combustible materials, obstructions and trip hazards.

The holding open of designated fire doors only occurs where a fire alarm linked release device is fitted.

## **FIRE ALARM SYSTEM**

**VISUAL INSPECTION** - The fire alarm control panel is checked on a daily basis to see that it indicates normal operation, or if not, that any fault shown is reported to RYDON and remedial action taken. All faults must be rectified without delay.

**TESTING AND MAINTENANCE** - Testing and maintenance shall be carried out in accordance with applicable British Standards.

## **LIGHTING**

All escape routes are adequately lit when the premises are in use. External lighting must switch on automatically when there is insufficient daylight, or individual lights may be operated by an internal switch next to the nearest exit door.

**ESCAPE LIGHTING** - The emergency lighting system utilises self-contained battery-operated luminaires, trickle charged from the main electrical supply coming into operation on failure of the local mains lighting. The batteries have sufficient capacity to operate the luminaires for not less than one hour. The lamps will remain lit by emergency power for one hour and provide enough illumination for safe evacuation and for reading of all "Exit" signs.

**TESTING AND MAINTENANCE** - Testing and maintenance is carried out in full compliance with legislation, guidance and applicable British Standards.

## **FIRE FIGHTING EQUIPMENT**

First-aid firefighting equipment is distributed throughout the building. All fire extinguishers conform to British Standard 5306-3 are hung on wall brackets with the base of the extinguisher at a suitable height for use by the occupants of the building, or they are sited in permanent Fire Points. The extinguishers are of a suitable size and weight for use by the occupants of the building.

**INSPECTION** - Testing and maintenance is carried out in full compliance with legislation, guidance and applicable Standards.

### **FIRE SAFETY INSPECTIONS, AUDITS & RISK ASSESSMENTS**

All staff should be encouraged to maintain awareness and check for fire safety defects and deficiencies. Nominated persons Fire Marshals should be tasked with unrecorded weekly inspections of fire safety equipment, features and practice in their designated areas.

The Responsible Person for Health and Safety should carry out monthly recorded checks on firefighting equipment to ensure that it is present and apparently fully operational, and this should be recorded on the Health and Safety Bi-Monthly inspection form.

The sites Fire Risk Assessment must be reviewed at least every three years, or prior to and/or in the event of significant change or any significant incident. Fire risk assessments are conducted by an external contractor.

## Appendix B: Personal Emergency Evacuation Plan (PEEP)

<b>Title:</b>	<b>Personal Emergency Evacuation Plan (PEEP)</b>		
<b>Name:</b>		<b>Location:</b>	
<b>Department:</b>		<b>Other Locations:</b>	

No	Check:	Yes	No	Considerations
1	Do you understand the emergency evacuation procedure for the building?			If not, this must be explained.
2	Do you require the emergency evacuation procedures to be provided in an alternative format e.g., Braille, tape, large print etc.?			Line manager to ask. If yes, alternative format should be provided.
3	Do you have any problems reading/identifying the signs that mark the emergency exits and evacuation routes to the emergency exits?			If yes alternative arrangements should be made.
4	Can you hear the alarm?			If no, alternatives should be made – pager/light etc.
5	Could you raise the alarm if it was necessary to do so?			If no, arrangements should be made.
6	Do you need assistance to get out of the building in an emergency?			If yes, arrangements should be made.
7	If you use a wheelchair, would you be able to transfer from your wheelchair if necessary?			If no, arrangements should be made.
8	Do you have any additional comments to make or have any further concerns?			Note and address.

**If these questions have highlighted actions – please detail below:**

No	Actions/Alternative Arrangements:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**Designated helpers:**

Name	Location	Telephone Number
<b>Method of Assistance: (E.g.: Transfer procedures, methods of guidance, etc.)</b>		

<b>Equipment provided/required (equipment needed to execute the plan and location)</b>

<b>Egress Procedure (step by step from when alarm raised to final exit)</b>

<b>Safe route (primary &amp; secondary escape routes, a copy of the building plan with route clearly marked can be attached)</b>

**This plan has been produced to ensure your safety in the event of an emergency evacuation, please contact your line manager, if you have any concerns.**

<b>Final Questions</b>	<b>Yes</b>	<b>No</b>
Has the route been travelled by employee & manager?		
Has a copy of the exit route on a plan been attached where necessary?		
Has the equipment detailed above been tried & tested?		
Have all issues been completed to full satisfaction?		
Has a copy of this form been provided to the employee, line manager and persons responsible for the building emergency evacuation)?		

<b>Completed By:</b>					
<b>Name:</b>		<b>Date:</b>		<b>Signature:</b>	
<b>Review Record (annually or if any significant changes have occurred):</b>					
<b>Next review due:</b>		<b>Reviewed by:</b>		<b>Date:</b>	
<b>Next review due:</b>		<b>Reviewed by:</b>		<b>Date:</b>	

<b>Next review due:</b>		<b>Reviewed by:</b>		<b>Date:</b>	