

Fire Safety Policy

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Responsible Committee: Governing Body

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1. Introduction

NHS Calderdale Clinical Commissioning Group (NHS Calderdale CCG) recognises that it has a statutory duty towards the safety of their employees and others working in or visiting its premises, including visitors and contractors who might be subject to fire risk.

The main statutory requirements are found in the Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act etc. 1974, Management of Health and Safety Regulations 1992. The CCG will also comply with the Fire code Policy and Principles 1994.

2. Purpose and Scope

The purpose of this policy is to ensure that:

The CCG has appropriate fire safety arrangements in place for fire prevention, control measures and appropriate fire response. These arrangements include good housekeeping, raising staff awareness, fire training, fire documentation including fire risk assessment and plan and fire evacuation procedures.

This document sets out the CCG's approach to minimising the incidences of fires within its premise and the impact of fire on safety. It applies to all employees of the CCG and members of the Governing Body and their committees who must comply with the arrangements outlined in this policy. Some staff will be working in other buildings that are not owned/ controlled by the CCG, however the principles of this policy will still apply and the same standard of fire safety must be in place as per the Regulatory Reform (Fire Safety) Order.

3. Duties/Accountabilities/Responsibilities

3.1 Duties within the organisation:

NHS Calderdale CCG recognises its responsibilities to ensure that reasonable precautions are taken to provide a safe working environment and that steps are taken

to prevent or minimise the causes of fire, in compliance with relevant statutory requirements (as identified above).

3.2 In pursuance of this aim NHS Calderdale CCG will:

- Provide a safe working environment paying attention to fire prevention and evacuation procedures.
- Ensure that systems are in place and regularly reviewed to ensure their adequacy, i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire warning systems and fire-fighting equipment.
- Provide appropriate information, suitable instruction and training in basic fire prevention measures and evaluation procedures, together with mandatory annual updating for all employees/Governing Body members of the CCG.
- Ensure all legally enforceable obligations are complied with, for designated use premises, under the Regulatory Reform (Fire Safety) Order 2005.
- Ensure risk assessment and fire checks are implemented to comply with statute.
- Ensure the premises has a fire plan that is regularly reviewed.
- Ensure that there are arrangements in place for the PAT (portable appliance testing) testing of all portable electrical equipment on an annual basis.

The CCGs recognise that this policy statement is implemented in pursuance of this aim.

3.3 Accountable Officer

Responsibility for fire safety rests with the Chief Officer as defined by the Regulatory Reform (Fire Safety) Order 2005 who has nominated the CCG's Corporate Systems Manager as the person with operational responsibility.

The Accountable Officer is responsible for:

- Demonstrating commitment to the promotion of fire safety within the CCG.

- Ensuring sufficient resources are allocated to implement the CCG's Fire Safety Policy and procedures.
- Ensuring that mandatory training for all employees is provided and that adequate resources are available to meet those training needs.

3.4 Corporate Systems Manager

The CCG's Corporate Systems Manager is responsible for the operational implementation of the Fire Safety Policy, and for the following:

- Ensuring implementation of the Fire code requirement.
- Ensuring provision of competent person advice (fire).
- Ensuring that all managers and staff participate regularly in fire safety training and fire drills.
- Ensuring that adequate and regular maintenance arrangements are in place for fire detection equipment within the premises controlled by the CCG
- Ensuring that firefighting equipment within the premises controlled by the CCG is serviced on an annual basis.

3.5 Competent person (also Corporate Systems Manager)

The Corporate Systems Manager is the competent person for fire as defined by the Regulatory Reform (Fire Safety) Order 2005. The competent person is responsible for facilitating the delivery of the Fire Safety Policy and for the following:

- Advising management on changes in legislation in relation to the fire safety management.
- Advising of responsibilities in respect of designated premises and maintaining the necessary provisions of the fire risk assessment.
- Arranging for establishing a system for carrying out fire safety checks
- Undertaking assessments of fire risk and preparing reports to the Responsible Person, recommending actions in respect of fire safety

improvements.

- Undertaking Personal Emergency Evacuation Plans (PEEP) (Appendix A) where they are required and ensure they are regularly reviewed or as and when the personal circumstances change of persons that a PEEP has been undertaken for.
- Preparing content, delivery and evaluation of staff training.
- Ensuring regular fire drills are carried out, attending when required, monitoring the outcomes, recommending remedial action where necessary and arranging for records of training and drills, to be kept centrally.
- Keeping records of all actual fire incidents and investigating fires in suspicious circumstances in conjunction with police, fire services, landlord and other tenants within the building.
- Ensuring effective communication, liaison, and assurance with landlord and other organisations within the premises for fire safety, and facilitate the implementation of the fire action plan for the office at Dean Clough in conjunction with other tenants within the building.

3.6 Line managers

Staff in supervisory roles will ensure the effective day to day application of this policy, within their areas of responsibility. They will make arrangements for:

- Ensuring the day to day maintenance of fire safety within their area of control and that fire hazards are eliminated should they occur.
- Liaising with the competent person and landlord, on any changes within the workplace affecting fire safety to ensure compliance with this policy and associated legislation.
- Ensuring that members of staff receive initial information on fire safety and evacuation procedures specific to their work area, immediately following appointment, and are made aware of the procedures for reporting fire hazards to management.
- Ensuring that staff take part in fire drills, no less than once a year.
- Ensure that staff complete their statutory / mandatory training in fire safety on

an annual basis.

- Ensuring any staff requiring Personal Emergency Evacuation Plans (PEEP) in line with the Regulatory Reform (Fire Safety) Order 2005 are identified and a PEEP is completed using the template at appendix A.

3.7 Fire wardens

The fire wardens in conjunction with the responsible and competent persons have the responsibility for the co-ordination of fire safety within the premises. Duties will include:

- In the event of an emergency, follow the direction of the lead fire warden in terms of ensuring staff have safely evacuated the areas of responsibility of the CCG.
- Ensure weekly checks of systems and equipment are carried out by completion of the weekly check lists.
- Attend and take part in fire warden training as required by the competent person.

3.8 Fire evacuation assistants

The CCG has a system in place for persons who require specific assistance in evacuating the building in the event of the fire alarm being evacuated. Where persons who require specific assistance is required a PEEP is developed. In some situations this may require use of the fire evacuation chair to facilitate evacuation from the building. A number of staff have been specially trained to use this chair. Duties include:

- In the event of an emergency following the direction of the lead fire warden in terms of ensuring that anyone who requires use of the fire evacuation chair is safely evacuated to an area of safety.
- Attend and take part in training in use of the fire evacuation chair.

3.9 Employees

- Adhere to this fire safety policy and plan.

- Participate in fire safety training and drills.
- Be aware of their responsibilities to others (including visitors) and involve them (if appropriate) in the fire safety process.
- Ensure that any electrical equipment they use on CCG business e.g. laptops are kept in good order and any faults are reported as soon as reasonably practicable.
- Raise any fire safety concerns they have with their line manager, responsible person or competent person.

3.10 Landlord

Dean Clough acts as landlord for the CCG offices and is responsible for ensuring the management of the following for communal areas and areas occupied by the CCG:

- Fire detection system
- Fire call points

Dean Clough is also responsible for ensuring that there are adequate fire stop measures in place to allow for a safe and timely evacuation of occupants in the event of a fire using the designated fire escapes and use of refuge areas where required. Relevant information is provided to the tenants for consideration in their fire risk assessments and fire evacuation plans.

3.11 NHS Property Services (NHSPS)

NHSPS is responsible for undertaking maintenance of specific fire safety systems within the office:

- Servicing and testing of emergency lighting
- Servicing of fire extinguishers

4. Public Sector Equality Duty

The CCG aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

Whilst there is no requirement for an Equality Impact Assessment for this policy the CCG will monitor any themes and trends from the following:-

Identify, understand and address any trends linked to a particular building, staff group or people with an Equality Act “protected characteristic” (age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation)

5. Training

New employees will receive the health and safety handbook “Health and Safety At Work” on the first day during their basic induction. Training is an ongoing process involving e-learning every 2 years and face to face learning every 2 years alternating between each mode of training on an annual basis. Fire evacuations and post evacuation reviews form part of the overall fire training which are bi-annually. Face to Face training is delivered by the competent person.

All training throughout the CCG is recorded on an electronic system called ESR.

6. Monitoring Compliance

The Governing Body approves the policy however the Audit Committee will monitor the number of fire related incidents via the Governance Assurance Dashboard.

7. Arrangements for Review

The policy will be reviewed as a minimum every 2 years by the Corporate Systems Manager or more frequently in the event of substantial changes occurring both internal to the CCG or statutory which impact on the policy.

8. Dissemination

Approval of this policy will be sought by the Corporate Systems Manager from the Governing Body. Once ratified the policy will be disseminated and made available to all members of staff via the CCG's intranet.

9. Associated Documentation

The Fire Safety Policy should be read in conjunction with the CCG's other related policies dealing with Health and Safety issues:

- Integrated Risk Management Framework
- Incident Reporting Policy
- Health and Safety Staff Handbook
- Health & Safety Policy

10. References

The requirements in relation to all aspects of health and safety within NHS Calderdale CCG are contained within current legislation as detailed below:

- Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety at Work Act 1974
- Fire code Policy and Principles 1994

11. Appendices

Appendix A – Blank Personal Emergency Evacuation Plan (PEEP)

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Personal Emergency Evacuation Plan (PEEP)

Name:	
Job title:	
Service area:	
Work location:	
Days/times in building:	

The person requiring assistance is informed of a fire evacuation by:

Existing alarm system

Visual alarm system

Other (please specify):

Designated assistance

The following people have been designated to give me assistance to evacuate the building or to a refuge in an emergency

Name and contact details:
Name and contact details:

Name and contact details:

Method of assistance

Transfer procedures, methods of guidance, etc.:

Equipment provided (include means of communication):

Evacuation procedure

A step by step account beginning from the first alarm

Safe routes:

Name of person completing PEEP:

Designation:

Date PEEP completed:

Date fire wardens informed:

Review date: