

This is the statement of general policy and arrangements for:

Overall and final responsibility for Fire Safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

NHS Calderdale Clinical Commissioning Group (CCG)
Chief Officer delegated to: Corporate and Governance manager
Fire Wardens and line managers

Statement of general policy	Responsibility of	Action / Arrangements
<p>Policy Aims</p> <p>To control the potential risks of fire in premises occupied by Calderdale CCG staff</p> <p>To ensure effective emergency procedures are in place to allow all people to evacuate premises controlled by Calderdale CCG.</p> <p>For NHS Calderdale CCG to comply with legislation relating to fire safety (Regulatory Reform (fire safety) Order 2005.</p>	Corporate and Governance Manager	<p>Ensure, utilising the specialist services of the Yorkshire and Humber Commissioning support (YHCS) and/or NHS Property Services, that appropriate fire risk assessments are conducted and maintained to control all identified risks.</p> <p>Ensure, utilising the specialist services of the YHCS and/or NHS Property Services that property maintenance, physical fire safety measures and maintenance of fire safety detection and alarm systems are maintained in working order and to British standards.</p> <p>Provide senior management with assurances that effective systems are in place and through exception reporting ensure decisive and timely action is taken for any serious incident or issue.</p> <p>Ensure sufficient resource and support is provided to fire wardens to allow them to effectively maintain their role in fire safety awareness and fire safety evacuations.</p> <p>Ensure coordination between landlord and/or other organisations with regard to a single fire evacuation plan and the CCG role in that plan.</p> <p>Review management arrangements to ensure 1:1, team and group meetings are conducted as required to control fire safety risks.</p>
	Line Managers	Ensure that actions identified from fire risk assessments and fire safety

Statement of general policy	Responsibility of	Action / Arrangements
		<p>audits are implemented promptly.</p> <p>Ensure that staff are aware of procedures for emergency evacuation, reporting incidents, accidents and other fire safety risks.</p> <p>Provide support to fire wardens with regard to any corrective actions identified by them and required to maintain fire safety arrangements.</p>
	Fire Wardens	<p>Take charge of any fire evacuation requirement and direct and control people evacuation premises to a place of safety.</p> <p>Be aware of and report any defects to fire safety detection, alarms, fire fighting equipment or other fire safety arrangement that falls below the required standard.</p> <p>Provide information to line managers and if required senior managers on Fire safety breeches by staff and visitors</p>
	Staff	<p>Participate in fire evacuations to ensure they can evacuate the building without support from others.</p> <p>Where support may be required (even if a temporary time) inform your line manager and agree with the fire warden your own arrangements for evacuation.</p> <p>Where assistance is permanent or for longer periods a Personal Emergency Evacuation Plan (PEEP) must be conducted and practiced.</p> <p>Ensure understanding of the CCG's systems for reporting incidents, accidents and other Health & Safety risks; and that these systems are used to report risks identified.</p> <p>Report to management any concerns around fire safety.</p>

Statement of general policy	Responsibility of	Action / Arrangements
		Take personal responsibility for minimising fire safety risks relating to themselves and their workplace.
<p>To provide adequate information, training to ensure:</p> <ul style="list-style-type: none"> ▪ Emergency evacuations are effective and meet all people's requirements ▪ All employees are aware of their action in the event of a fire ▪ All employees are aware of their role in controlling fire risks. 	Corporate and Governance Manager	<p>Ensure, using expert advice and services from the CSU, appropriate staff training is in place for Fire Safety.</p> <p>Monitor completion of fire safety training and fire evacuations and instigate appropriate action to address any issues which arise.</p> <p><u>Ensure Personal Emergency Evacuation Plans (PEEPs) are in place for all persons where there is a requirement for assistance with evacuation.</u></p> <p>Report to senior management the attendance and/or any training issue that may arise. Specifically, this will be included in the reports prepared by the YHCS for SMT/Audit Committee.</p>
	Line Managers	<p>Ensure that all new employees receive fire induction training with a Fire Warden.</p> <p><u>Ensure persons are identified who may require a PEEP and ensure a PEEP is completed and communicated effectively.</u></p> <p>Ensure all employees participate in fire evacuations.</p> <p>Ensure staff attend/complete any further fire safety training.</p>
	Fire Wardens	<p>Attend Fire Warden competency training and the 3 year refresher training.</p> <p>Practice and lead fire evacuations for NHS Calderdale CCG and monitor performance and report issues or improvements that may be required.</p>

Statement of general policy	Responsibility of	Action / Arrangements
		<p>Practice and support the development of any PEEPs for staff or occupiers of NHS Calderdale CCG premises.</p> <p>Provide information to Corporate and Governance manager regarding shortfalls in fire safety arrangements or staff adherence to fire safety procedures to enable further training or corrective measures to be taken.</p> <p>Report any fire fighting and detection equipment that is damaged or faulty and conduct routine inspections to ensure fire safety procedures are followed regarding clear exit routes, operational fire doors and appropriate exit route signage.</p> <p>Fire Wardens will be trained in the use of fire fighting equipment as appropriate.</p>
	Staff	<p>Attend the annual statutory/Mandatory fire awareness training.</p> <p>Ensure that they read and understand the fire evacuation plans and procedures for their workplace.</p> <p>Where staff have no duties regarding evacuation they leave the premises immediately closing doors and window as they leave if it safe to do so.</p> <p>Provide support to fire wardens if requested</p>

Fire safety risk Assessment and Fire safety policy is displayed:	On the Calderdale intranet site (corporate policies)		
Fire wardens details and pictures are displayed	On display boards in the office		
Incident reporting is through the line manager or electronically at	Copies of incident reports to the corporate and governance manager. These are uploaded onto Datix and will be reported through Audit Committee from March 2014.		
Subject to review, monitoring and revision by:	Governing Body	Every:	12 months or sooner if work activity changes

This policy document and Health & Safety advice and support for NHS Calderdale CCG has been provided by the Yorkshire and Humber Commissioning Support Service Health and Safety team.

Contact: Ruth Nutbrown MSc, Head of Specialist Advice/Health and Safety

Chartered Member of IOSH

Accredited Local Security Management Specialist

Qualified Dangerous Goods Safety Adviser

Yorkshire and Humber Commissioning Support
722 Prince of Wales Road, Darnall, Sheffield, S9 4EU

Tel: 0114 3051138

Mob: 07917 155137

Email: ruth.nutbrown@nhs.net

www.yhcs.org.uk

Version Control

Version	Descriptions	By	Date
---------	--------------	----	------

0.1	Draft policy reviewed by and amended accordingly	Jonathan Harrison <i>GIFireE</i> , Fire Safety Services, on behalf of NHS Property Services	18 th Dec 2013
1.0	Approved	Governing Body	20 March 2014
1.1	Reviewed by Head of Specialist Advice/Health and Safety- took into account: <ul style="list-style-type: none"> ▪ Fire Safety Audit of CCG headquarters (Oct 2014). ▪ Review of any changes in legislation, national guidance. No amendments required.	Ruth Nutbrown	31 st March 2015
	Submitted to Governing Body for approval	Judith Salter	2 nd April 2015