



Corporate	CCG CO05 Fire Safety Policy
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Version Number	Date Issued	Review Date
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Prepared By:	Governance Manager, North of England Commissioning Support
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Approval Given By:	Finance & Performance Committee

Document History

Version	Date	Significant Changes
1		

Equality Impact Assessment

Date	Issues
30/12/2014	See section 9 of this document

POLICY VALIDITY STATEMENT

This policy is due for review on the latest date shown above. After this date, policy and process documents may become invalid.

Policy users should ensure that they are consulting the currently valid version of the documentation.

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1. Introduction

- 1.1 For the purposes of this policy NHS Cumbria Clinical Commissioning Group will be referred to as “the CCG”.
- 1.2 The CCG recognises it has a statutory duty towards the safety of its employees and others working in or visiting their premises, including patients, contractors and visitors who might be subject to fire risk.
- 1.3 The main statutory requirements are found in the Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act 1974, Management of Health and Safety Regulations 1992. The CCG will also comply with current Department of Health Policy on fire precautions as set out in the ‘Firecode’.
- 1.4 This document sets out the CCGs approach to minimising the incidence of fire within its premises and the impact of fire on life safety, delivery of service, the environment and property. It applies to all CCG staff, functions, actions and services. It is intended for all types of healthcare buildings including those that perform administration functions.
- 1.5 The purpose of the policy is to ensure that on all sites:
 - The risk of fire will be reduced through good housekeeping measures being implemented throughout the CCG, raising staff fire safety awareness, fire training, appointing fire wardens and carrying out fire risk assessments.
 - Trained personnel will respond to fire alarm calls. They will take initial control of fire procedures with regard to the safety of visitors, staff and premises.
 - The CCG has in place appropriate fire response and control measures, and fire alarm incidents are recorded, monitored and managed in order to minimise the number of incidents over time.

2. Definitions

- 2.1 Nominated Officer of Fire is the most senior person on site who will take charge in the event of an emergency.
- 2.2 Fire Warden is the appointed person who will assist with the safe evacuation of premises and who may also be asked to undertake other specific site-related fire duties.

3. Policy for Fire Safety

The Secretary of State for Health has mandated that all NHS organisations:

- have a clearly defined Fire Safety Policy covering all buildings they occupy;
- comply with legislation;
- nominate a board level executive accountable to the accountable officer for fire safety
- nominate a Fire Safety Manager to take the lead on all fire safety activities;
- implement fire safety precautions through a risk management approach;
- have an effective Fire Safety Management Strategy;
- comply with monitoring and reporting mechanisms appropriate to the management of fire safety; and
- develop partnerships initiatives with other agencies and bodies in the provision of fire safety.

3.1 Fire Risk Assessments

3.1.1 In order to comply with statutory requirements Fire Risk Assessments will be carried out for all CCG premises. To achieve this outcome a 'Fire Risk Assessment' form must be completed to identify all fire risks and where a risk cannot be removed, to indicate what control measures have been implemented to reduce the risk to an acceptable level.

3.1.2 Where an individual risk cannot be reduced to an acceptable level, the risk should be added to the risk register.

3.1.3 The Fire Risk Assessment form and other supporting documentation must be kept in the relevant premises and be available for inspection by external auditors and the Fire and Rescue Service. A copy must also be kept by the CCG for review purposes.

3.2 Fire Training

3.2.1 Suitable and relevant training will be provided for all staff. This will be achieved by induction training for all new staff and also regular specific fire training as set out in the Statutory and Mandatory Training requirements. Fire warden training will also be provided where appropriate.

3.2.2 Managers must ensure that practice fire drills intended to test communications, staff reaction and the effectiveness of training will be carried out at regular intervals in all CCG premises (at least once annually). The CCG will be provided with a copy of drill details and actions for record purposes.

3.3 Arson Prevention and Control

3.3.1 The CCG will comply with the Fire Practice Note 6 “Arson Prevention and Control in NHS Health Care premises” issued under Firecode, but will consider other related guidance that may be published over time.

3.4 Fire Precaution Schemes

3.4.1 The Senior Governance Officer Health and Safety from the Commissioning Support Organisation in consultation with NHS Property Services, Local Authority and CCG will identify on-going measures needed to improve standards in fire precautions. This will be added to on-going programmes of work.

3.5 Unwanted Fire Signals (False Alarms)

3.5.1 The NHS has imposed a duty on NHS organisations to reduce the number of false alarm calls to the Fire & Rescue Service. In order to achieve this requirement a fire alarm will be investigated to determine if the alarm is an actual fire or a false alarm. If it is discovered to be a false alarm the Fire and Rescue Service would be informed of this.

3.5.2 Given the disruption of any false alarm, whether the Fire and Rescue Services has been called or not, it is incumbent on all staff to ensure that the principles of good fire safety housekeeping are followed and that it is reported as an Incident on the relevant reporting system.

3.6 Fire Risk Assessment for Furniture, Furnishings and Apparel

3.6.1 The CCG must comply with Firecode HTM87 regarding furniture, furnishings and apparel.

4. Duties and Responsibilities

<p>Finance & Performance Committee</p>	<p>The Finance & Performance Committee has delegated responsibility from the Governing Body (GB) for setting the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents.</p> <p>It is responsible for monitoring compliance with the Fire Safety policy. It will receive reports on fire safety performance and will ensure that any issues of significant risk are actioned appropriately.</p>
<p>Chief Officer</p>	<p>The Chief Officer, as Accountable Officer, has overall responsibility for the strategic direction and operational management, including ensuring that CCG process documents comply with all legal, statutory and good practice guidance requirements. In addition, the Chief Officer is required to have appropriate fire safety policies and programmes of work in place in order to improve and maintain fire procedures within the organisation's premises.</p>
<p>Chief Finance Officer Executive as Health and Safety Lead</p>	<p>The Chief Finance Officer will:</p> <ul style="list-style-type: none"> • Ensuring that fire safety measures are implemented by agreeing a programme of action for fire safety, setting objectives and monitoring their effectiveness and achievements. • Ensuring that CCG managers are familiar with fire safety procedures and implement them. • Ensuring that appropriate advice is sought from the Senior Governance Officer (Health and Safety) or external agencies whenever any modification, extension or conversion of a building is planned. Advice must also be sought from the above whenever changes of usage of a current building are proposed or a new building is planned. • Generating and formulating this policy. • Identifying the appropriate process for regular evaluation of the implementation and effectiveness of this policy. • Identifying the competencies required to implement this policy. • Notifying the Policy Co-Ordinator of any revisions to this document. • Arranging for superseded versions of this document to be retained in accordance with HSC 199/053 NHS Retention and Disposal Schedule. • Ensure all incidents relating to fire are reported as per incident reporting policy. <p>In addition the Chief Finance Officer will be the nominated Fire Safety Manager to take the lead on all fire safety activities on behalf of the CCG.</p>

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<p>Governance Manager Health and Safety</p>	<p>The Governance Manager (H&S) will:</p> <ul style="list-style-type: none"> • Advise and assist management in the interpretation and application of all fire legislation and give relevant guidance in liaison with the Executive lead and Nominated Officer of Fire for premises. • Organise Fire Risk Assessments and reviews where required. • Lead in the development of Personal Emergency Evacuation Plans when required. • Ensure that appropriate individuals have been identified as Fire Wardens to be responsible for each premise occupied by the CCG. • Ensure that adequate fire safety training is provided for staff and that the training is documented accordingly. Staff should receive fire training as set out in the CCG' mandatory training schedule. • Ensure that regular testing and servicing of fire precautions (fire detection systems, firefighting equipment etc.) is carried out. • Implement workplace fire safety procedures and develop a written fire plan for their area in conjunction with the relevant Governance Manager. • Ensure that an appropriate investigation is carried out and a report is prepared following a fire in conjunction with the CCG. • Consult the relevant parties in advance of any proposed changes to either room occupancy levels and/or room use. • Ensure fire wardens are appointed for their area and they attend appropriate training. • Ensure that suitable fire drills are carried out and recorded on an annual basis within their service area. • Monitor compliance with fire safety training. • Provide advice and support to all staff with regards to all fire safety issues and initiate appropriate actions. • Liaise with NHS Property Services staff, local building control and the Fire & Rescue Service in the specification of fire precautions in new and existing premises. • Prepare specific fire safety training programmes and ensure delivery of this training. <p>The CCG has a responsibility to ensure the safety of its staff working in buildings owned by a third party. The Senior Governance Officer Health and Safety along with CCG colleagues must therefore discuss fire safety issues with the relevant organisation and gain assurance that appropriate fire safety systems are in place and that staff have access to, for</p>
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	<p>example relevant information and training.</p> <p>This should include:</p> <ul style="list-style-type: none"> • Instruction and information before occupying the building on Fire Safety issues and procedures: <ul style="list-style-type: none"> ○ How to raise the alarm. ○ Access/egress routes. ○ Position of fire extinguishers and “information” on their use. ○ Information on any fire prevention measures in place. ○ Any responsibilities staff have e.g. to ring 999, or to aid in the evacuation of other people, e.g. patients. • Access to Fire Safety training at the location if available. • Access to any risk assessments that have been undertaken.
Nominated Officer of Fire/All Fire Wardens	<ul style="list-style-type: none"> • Act as focal point on fire safety issues for local staff. • Organise and assist in the fire safety regime within local areas. • Raise issues regarding local area fire safety with line management. • Assist with co-ordination of the response to an incident within the immediate vicinity. • Be responsible for roll-call during an incident. • Be trained to tackle fire with first aid fire-fighting apparatus where appropriate. • Support line managers and the responsible person on fire safety issues.
All line managers	<ul style="list-style-type: none"> • Assist the Executive lead responsible for fire safety and the responsible people in the day-to-day implementation of the Fire Safety Policy throughout their areas. • Ensure that any fire safety hazards are brought to the attention of the Health and Safety Team within the Commissioning Support Organisation. • Ensure that local fire procedures are brought to the attention of all their staff, particularly new starters as part of local induction. • Ensure that provision is made for all their staff to attend fire training sessions when required and to ensure that they do so in line with the organisational requirements. • Ensure that staff co-operate with the implementation of the policy and adhere to procedures. • Ensure that new starters carry out the Core Mandatory training. • Inform “new starter” employees of the relevant fire evacuation procedures, means of escape, location of fire alarm points and firefighting equipment on their first working day.
All Staff	CCG employees are responsible for actively co-operating with managers in the application of this policy to enable the CCG

	<p>to discharge its legal obligations and in particular;</p> <ul style="list-style-type: none"> • Actively co-operate in the application of fire procedures. • Ensure they are aware of and understand evacuation procedures and any operational procedures relating to specific places of work and events and comply fully with them at all times. • Ensure they are aware of specific hazards relating to fire and the procedure to be followed. • Inform managers of any failure or shortcoming in any fire safety measures which come to their attention. • Ensure they are familiar with fire procedures including location of fire exit routes, the positions of fire alarms, manual operation points and first aid and firefighting equipment. • Undertake fire safety training as per the CGG mandatory training requirement. • Be aware of all fire risks within their premises and act accordingly at all times as per this policy. • Liaise with the Nominated Office of Fire to ensure effective co-ordination of the situation where Fire & Rescue services personnel arrive on site.
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5. Implementation

- 5.1 This policy will be available to all Staff for use.
- 5.2 All managers are responsible for ensuring that relevant staff within the CCG have read and understood this document and are competent to carry out their duties in accordance with the procedures described.
- 5.3 On the first day of employment to either the organisation or the department, each new member of staff will receive a local induction from their line manager which will include a walk-through of the following fire safety points:
- Actions to be taken on discovering a fire.
 - Actions to be taken on hearing the fire alarm.
 - The location of the nearest fire alarm break glass call points.
 - The location of the nearest fire exit.
 - The location and type of the nearest fire extinguisher.
 - The location of assembly points.

6. Training Implications

- 10.1 The sponsoring Executive will ensure that the necessary training or education needs and methods required to implement the policy or procedure(s) are identified and resourced or built into the delivery

planning process. This may include identification of external training providers or development of an internal training process.

10.2 It is mandatory for all CCG employees to undertake fire safety training sessions as per mandatory training requirements.

10.3 All Fire Wardens are required to attend a Fire Warden training sessions.

7. Related Documents

7.1 Other related policy documents

- Health and Safety Policy
- Incident Reporting and Management Policy

7.2 Legislation and statutory requirements

- Cabinet Office (1974) *Health and Safety at Work Act 1974*. London. HMSO.
General duties of employers and employees.
- Cabinet Office (1998) *Human Rights Act 1998*. London. HMSO
Rights and freedoms protected under the European Convention on Human Rights.
- Cabinet Office (2000) *Freedom of Information Act 2000*. London. HMSO
CCG policies and procedures are subject to disclosure under the Freedom of Information Act 2000 (FOI). From January 2005 the Act allows anyone, anywhere to ask for information held by organisations, although some information, such as patient identifiable information, is exempt.
- Cabinet Office (2006) *Equality Act 2006*. London. HMSO
Provisions relating to Human Rights and discrimination on grounds of race, religion or belief sexual orientation; sex; amends the Disability Discrimination Act 1995.
- Cabinet Office (2007) *Corporate Manslaughter and Corporate Homicide Act 2007*. London. HMSO
Enables the prosecution of companies and other organisations where there has been a gross failing throughout the organisation in the management of health and safety with fatal consequences.
- Cabinet Office (2008) *Health & Safety Offences Act 2008*. London. HMSO
Amends Section 33 (Prosecutions for criminal offences) of the Health and Safety at Work Act 1974.

- Management of Health & Safety At Work Regulations 1999
Generally make more explicit what employers are required to do to manage health and safety under the Health and Safety at Work Act. Requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- Regulatory Reform (Fire Safety) Order 2005
Requires a fire safety risk assessment to be carried out and that reasonable steps be taken to reduce the risk from fire and ensure occupants can safely escape if a fire does occur.

7.3 Best practice recommendations

- Department of Health “Records Management: NHS Code of Practice” 2006.
- NHS Litigation Authority “Standard for Primary Care Trusts”: guidance on minimum policy and procedure requirements.
- Firecode – Department of Health (NHS Estates) Management of Fire Safety in Healthcare (Firecode consists of a number of Health Technical Memoranda (HTM) which consider policy, technical guidance and specialist aspects of fire precautions)

8. Monitoring, Review and Archiving

8.1 Monitoring

The Governing Body will agree a method for monitoring the dissemination and implementation of this policy. Monitoring information will be recorded in the policy database.

8.2 Review

8.2.1 The Governing Body will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.

8.2.2 Staff who become aware of any change including legislative change, which may affect a policy should advise their line manager as soon as possible. The Governing Body will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

8.2.3 For ease of reference for reviewers or approval bodies, changes should be noted in the 'version control' table on the second page of this document.

NB: If the review consists of a change to an appendix or procedure document, approval may be given by the Executive lead and a revised document may be issued. Review to the main body of the policy must always follow the original approval process.

8.3 **Archiving**

The Governing Body will ensure that archived copies of superseded policy documents are retained in accordance with Records Management: NHS Code of Practice 2009.

9. Equality Analysis

Equality Analysis Screening Template (Abridged)

Title of Policy:	Fire Safety Policy
Short description of Policy (e.g. aims and objectives):	The CCG recognises they have a statutory duty towards the safety of their employees and others working in or visiting their premises, including patients, contractors and visitors who might be subject to fire risk. This policy sets out the CCGs approach to minimising the incidence of fire within its premises and the impact of fire on life safety, delivery of service, the environment and property.
Directorate Lead:	Chief Finance Officer
Is this a new or existing policy?	Existing

Equality Group	Does this policy have a positive, neutral or negative impact on any of the equality groups? Please state which for each group.
Age	Neutral
Disability	Positive impact as it ensures necessary actions are taken for any staff, visitors that may have a disability who attend site.
Gender Reassignment	Neutral
Marriage And Civil Partnership	Neutral
Pregnancy And Maternity	Positive impact as it ensures necessary actions are taken for any staff, visitors who fall within this category
Race	Neutral
Religion Or Belief	Neutral
Sex	Neutral
Sexual Orientation	Neutral
Carers	Neutral

Screening Completed By	Job Title and Directorate	Organisation	Date completed
Lee Crowe	Governance Manager	North of England Commissioning Support (NECS)	24 th December 2014

Director's Name	Director's Signature	Organisation	Date