

NHS WEST ESSEX CLINICAL COMMISSIONING GROUP

Fire Safety Policy

WE CCG Policy Reference:

WECCG73

Brief Description (max 50 words)	This policy is designed to ensure that the CCG meets it's obligations around fire safety with respect to all the premises for which it has fire safety responsibilities.
Target Audience	This policy applies to all CCG staff, including those working on a temporary or interim basis, contractors on site, lay members and volunteers.

Version Number	1.1
Accountable Officer	Chief Officer
Responsible Officer	Director of Corporate Services
Date Approved	4 th January 2018
Approved By	Executive Committee
Date Summary presented to Board	25 th January 2018
Review Date	October 2019
Stakeholders engaged in development/review	Policy Review Group including Sounding Board Geoff Roberts – Estate Development Manager, Sarah Bright NHS Property Services Fire Safety Advisor.
Equality Impact Assessment	Yes

SUSTAINABILITY STATEMENT: We declare that NHS West Essex Clinical Commissioning Group will demonstrate commitment to promoting environmental and social sustainability through our actions as a corporate body and as a commissioner. We aim to reduce our carbon footprint by 28% from a 2013 baseline by 2020.

Amendment History

Version	Date	Reviewer Name(s)	Comments
1	September 2015	Grainne Stephenson	Developed policy

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1. INTRODUCTION

This is the policy of NHS West Essex Clinical Commissioning Group (CCG) for ensuring that the organisation meets its statutory obligations around fire safety. It will ensure that the requirements of the following are met:

- ❖ Regulatory Reform (Fire Safety) Order 2005;
- ❖ Health and Safety at Work etc., Act 1974;
- ❖ Building Act 1984 and Building Regulations 1991;
- ❖ Management of Health and Safety at Work Regulations 1999;
- ❖ Health Technical Memorandum 05-01 – Managing Healthcare Fire Safety;
- ❖ NHS Firecode Suite of Documents

Failure to implement this policy could place the CCG in a position of breaching its statutory requirements around fire safety.

2. PURPOSE

This policy is designed to ensure that the CCG meets its obligations around fire safety with respect to all the premises for which it has fire safety responsibilities. The policy applies to all premises managed or occupied by the CCG. As at August 2015 the only premises that fall into this category are the CCG offices in Spencer Close, Epping, CM16 6TN. The offices are leased from NHS Property Services Ltd NHS Property Services (NHSPS). Landlord responsibilities therefore rest with NHSPS and the CCG has tenant responsibilities with respect to health and safety.

This policy does not apply to CCG staff or Board members when they are working in premises that are managed by other organisations. In these circumstances, CCG staff and Board members are to comply with the fire safety policy and arrangements of the managing organisation and they should familiarise themselves with local arrangements including evacuation procedures.

3. DEFINITIONS

3.1 Fire Incident

A fire incident can be defined as “any event which has given rise, or may give rise to, actual or possible personal injury or damage / loss to property as a result of fire”. This definition includes near misses where an occurrence related to fire could have caused harm but did not do so on this occasion. An example of this would be smouldering toast left unattended in a staff kitchen being discovered by another staff member before it catches light.

3.2 Fire Safety Management System (FSMS)

The FSMS is the framework by which the CCG will meet the requirements around fire safety and comprises:

- ❖ this Fire Safety Policy
- ❖ the requirement for all staff must complete mandatory fire safety training annually (face-to-face alternating with online based)
- ❖ Fire action notices are appropriately placed around the site.

3.3 NHS Firecode

This is a suite of guidance specifically covering fire safety in the NHS in England. It includes management, functional requirements and operational provisions. The Firecode is designed to support the FSMS but it will not specifically address every issue for all buildings.

4. ROLES AND RESPONSIBILITIES

4.1 West Essex CCG Governing Body

The CCG Governing Body is responsible for receiving assurance that the organisation has in place a robust system for meeting its statutory obligations around fire safety.

4.2 Director of Corporate Services

This postholder is the CCG Executive with Board level responsibility for fire safety. They are responsible for providing assurance to the Board that the systems and processes in place meet the organisation's statutory obligations around fire safety.

4.3 Directors on Call

When they are contacted to deal with a fire related incident during the out-of-hours period, directors on call are responsible for ensuring that the out-of-hours incident report form is completed and logged with the pan Essex CCG Emergency Planning Manager (hosted by NHS Mid Essex CCG) on the next working day. The Emergency Planning Manager will in turn notify the Director of Corporate Services.

4.4 Director of Corporate Services

As the Fire Safety Manager for the CCG, this post holder is responsible for:

- ❖ Commissioning or providing appropriate staff training in fire safety, including fire awareness training, fire evacuation drills at CCG premises and training for fire wardens;
- ❖ Monitoring uptake of fire awareness training and reporting coverage regularly to the Executive Committee;
- ❖ Maintaining an up-to-date register of trained fire wardens;
- ❖ Commissioning the services of an appropriate qualified Fire Safety Advisor (either directly or via NHS Property Services Ltd);
- ❖ Ensuring that fire evacuation procedures are prepared for CCG premises;
- ❖ Monitoring the reporting and follow-up of all fire-related incidents;
- ❖ Ensuring that fire safety issues are logged and followed up through the CCG Health & Safety Action Plan;

4.5 Designated Health and Safety Competent Person

This role is responsible for providing specialist support and advice to the CCG team to ensure the organisation meets its statutory obligations re fire safety.

4.6 Designated Fire Warden

A designated fire warden is responsible for assisting and deputising for the Director of Corporate Services in respect of the duties outlined above.

4.8 Fire Wardens

Fire wardens are members of CCG staff who have volunteered or been nominated by their director to perform specific duties in the event of a fire incident. These duties include:

- ❖ Undertaking a daily check of their area to ensure that fire exits and escape routes are not obstructed;
- ❖ Completing a mini FRA by carrying out monthly fire walks of the whole building by checking doors, exits, signs and extinguishers.
- ❖ Bringing to the attention of the Director of Corporate Services and / or the designated fire warden, potential fire risks in their designated area such as the accumulation of flammable material or debris, overloaded or defective electrical equipment and fire doors wedged open

- ❖ On activating or hearing the alarms, ensuring that their predetermined designated areas are vacated as a matter of urgency and that all doors and windows are closed;
- ❖ Proceeding to the assembly point and reporting to the Director of Corporate Services that all staff and visitors in their area have been safely evacuated or that persons have been reported missing;
- ❖ Preventing unauthorised re-entry into the premises before the all clear signal is given;
- ❖ Ensuring staff complete mandatory fire awareness training annually;
- ❖ Fire wardens are also responsible for ensuring that their training is kept up-to-date on an annual basis.

4.9 Managers

Managers are responsible for:

- ❖ Investigating fire incidents in accordance with the CCG's Incident Reporting and Management Policy.

4.10 All Staff

All staff are responsible for:

- ❖ Completing mandatory fire awareness training annually;
- ❖ Observing the CCG no smoking policy;
- ❖ Reporting to their line manager any instances where fire safety procedures are compromised or not co-operating and complying with the instructions of fire wardens to evacuate the building in the event of a fire drill or real fire incident;
- ❖ Reporting fire incidents in line with the CCG's Incident Reporting and Management Policy;
- ❖ Co-operating with management investigation of fire incidents;
- ❖ Conducting themselves in a manner which safeguards their own health and safety at work and that of colleagues, patients and visitors.

5. POLICY PROCEDURAL REQUIREMENTS

5.1. Fire Risk Assessments (FRAs – landlord and tenant)

NHS Property Services provide a Fire Safety Advisor for the site to carry out a landlord FRA via their Facilities Management Team, these must be carried out by on all premises occupied by the CCG; as administrative buildings they are reviewed three yearly or at any stage if there are significant changes to the premises.

The purpose of the FRA is to ensure that any change (either to the usage or the physical characteristics of premises and within each department) that has an effect on fire risk is evaluated and remedial actions put in place to reduce that risk. FRAs include clear instructions in relation to meeting the evacuation requirements of different people and will make recommendations regarding personal emergency evacuation plans (PEEP). The FRA adopted by the CCG is simple, clear and effective and relies on common sense and good observation, rather than detailed technical knowledge or complicated mathematic calculations. The FRA meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.

As tenants West Essex CCG is responsible for undertaking an FRA in line with **Safety in NHS Property Services' buildings** *A guide to tenant and landlord responsibilities (October 2015)*

5.3. Statutory Fire Drills

The effectiveness of plans for dealing with a fire and the level of staff awareness of these arrangements will be tested by fire evacuation drills. The drills will be organised by the fire wardens and the landlords / NHSPS. Fire evacuation drills will be carried out twice yearly in all premises owned, managed or occupied by the CCG. All staff / occupants will be expected to take part unless it would directly affect their health and safety to do so.

5.4. Fire Incident / False Alarm Monitoring

Fire incidents and false alarms are monitored by NHSPS to ensure that any trends are identified and acted upon. Such incidents will form part of the regular health and safety report to the CCG's Executive Committee. All fire incidents and false alarms should be reported in line with the Incident Reporting and Management Policy. Fire wardens complete a report on any such incidents.

5.5. Fire Safety and Fire Warden Training

The CCG has designated annual fire awareness training as mandatory for all staff and Board members. This training will be delivered through an accredited e-learning package or through face-to-face sessions delivered by an appropriately qualified trainer. Staff will be expected to complete face-to-face training rather than e-learning every other year in line with Department of Health recommendations. The CCG will commission fire warden training from an appropriately qualified trainer at a frequency to be dictated by the need to maintain sufficient coverage of fire wardens across the organisation. Such training may be commissioned across more than one CCG to achieve economy of scale and a critical mass. The CCG will be responsible for the cost of fire related training rather than NHSPS.

6. MONITORING COMPLIANCE

This policy will be reviewed on a two yearly basis by the Director of Corporate Services or sooner in the event of legislative or significant changes that affect its implementation. This policy will be monitored by the Executive Committee, taking into consideration expert health and safety advice where necessary. The CCG senior manager who has overall responsibility for monitoring the policy is the Chief Officer.

7. ASSOCIATED DOCUMENTATION

Health and Safety Policy
Risk Management Policy
Incident Reporting and Management Policy