Title:

NHSL Fire Safety Policy

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Author/s: Fire Safety Assurance Manager

Executive Lead: Deputy Chief Executive

Target Audience: NHSL staff/visitors and Contractors.

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Executive Summary

Fire can kill people or cause serious injury, and we need to do all we can to reduce the likelihood of a fire occurring.

It is essential that we take all the necessary steps to make this so, which will include ensuring that we have appropriate measures in place to minimise the risk of fire, protect the service continuity and ensure all staff complete any necessary training.

It is essential that we comply with statutory compliance and all statutes bearing upon fire safety.
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1.0 Purpose

The Principal aim of this policy is to establish consistent fire safety standards for all persons employed or resorting to NHSL Premises.

The Chief Executive representing NHS Lothian Board will through the operational line management functions ensure that the organisation will comply with all relevant fire safety law when carrying out its activities.

The organisation will systematically identify risks to fire safety, and put in place measures to reduce or eliminate those risks.

The organisation will ensure that there is in place an effective approach to risk management and service continuity.

2.0 Policy statement

NHS Lothian Board recognises its responsibilities in accordance with NHS Scotland Firecode and The Fire Scotland Act. This document sets out the actions required to minimise the risk from fire.

The purpose of this policy is to minimise the risks to all persons employed or resorting to NHSL Premises.

The organisation will systematically identify risks to fire safety, and put in place measures to reduce or eliminate those risks.

The organisation will ensure that we have in place an effective approach to risk management and service continuity, and that we have provision to develop suitable fire safety strategies and a means of ensuring that appropriate arrangements are in place to carry out emergency evacuation procedures.

3.0 Scope

This policy applies to all persons occupying premises owned, occupied or managed by NHS Lothian board.

NHS Lothian Board recognises that in multifunction premises/environments it would be unrealistic to expect fire safety management to differ for each of the staff groups occupying the facility. Therefore, any fire safety strategies and any local fire safety arrangements must be formulated in liaison with the service providers sharing the facility and take cognisance of this policy whilst considering their own statutory obligations. These arrangements must be administered and implemented by those with responsibility for management of the building. Cooperation between persons with fire safety responsibilities in the above context is a fundamental requirement of the Fire Safety (Scotland) Regulations 2006.
4.0 Definitions

4.1 **NHS Firecode SHTM** – Scottish Health Technical Memorandum is a suite of documents which provide guidance to be applied throughout healthcare premises, and will also advise where other more appropriate standards may apply e.g. British or European standards (Bs, Bs:En)

4.2 **Fire Scotland Act** – is an Act of the Scottish Parliament made to restate and amend the law in relation to fire services.

4.3 **Duty Holder** – the Fire Scotland Act places a duty on those responsible for fire safety within relevant premises to carry out a fire risk assessment. These people are defined in the Fire (Scotland) Act 2005 as Duty Holders.

4.4 **Competent Person** – Person, suitable trained and qualified by knowledge and practical experience, and provided with the necessary instructions, to enable the required task(s) to be carried out correctly.

5.0 Implementation roles and responsibilities

5.1 Implementation roles and responsibilities within NHSL premises

A comprehensive list of Roles and Responsibilities is provided within the NHSL Fire Safety Standard Operational Procedure.

5.1.1 **The Chief Executive** will be the “Duty Holder” for the purposes of Fire Safety Legislation.

5.1.2 **The Nominated Officer (Fire)** will have a working knowledge of Fire Safety matters, and will ensure that the organisation have arrangements in place that will provide safe working environments in compliance with relevant Health and Safety legislation to all those who work in or on its premises.

5.1.3 **The Head of Fire Safety** will provide advice to the Nominated Officer (Fire) on technical and specialised matters. The Head of Fire Safety will compile an annual report to the Health and Safety Committee which summarises the work of the previous year and make recommendations for future years.

5.1.4 **Fire Safety Assurance Manager** will formulate, with the assistance of the Nominated Officer (Fire) and the FM Managers, a Fire Strategy compliance programme for both active and passive measures in existing buildings and new projects.

5.1.5 **The Fire Safety Officers/Advisors** will provide knowledge, training, guidance and advice relating to all aspects of Fire Safety.

5.1.6 **Managers** will be responsible for the effective implementation of this policy within their area of responsibility and will ensure that they are aware of the Fire Safety Risk Assessment, along with any requirements of the Emergency Fire Evacuation Plan. They must also ensure that each member of their own staffs through induction and team meetings is made aware of fire safety instructions and that they participate in Fire Training.
5.1.7 **NHSL Staff** must observe basic fire precautions, through practical instruction and theoretical training every member of staff will be aware of their duties and responsibilities in respect of fire safety and fire precautions.

5.1.8 **Fire Incident Responders** where applicable, will respond to an alarm of fire, attend a Fire Incident and assist in the fire evacuation, directing staff and members of the public to a place of safety.

5.2 **Implementation roles and responsibilities within Shared Premises**

The Chief Executive should ensure that tenants from other organisations comply with the broader principles of this policy and its associated procedure. Those tenants from other organisations will manage Fire Safety in their own areas, carry out their own Fire Risk Assessments and introduce fire safety procedures in their occupied premises. Any significant findings must be shared with NHS Lothian board and joint measures should be put in place to minimise harm caused by fire.

6.0 **Associated materials**

This policy must be read in conjunction with the NHS Lothian Fire Safety Standard Operational Procedure.


7.0 **Evidence base**

The Fire (Scotland) Act 2005
Fire Safety (Scotland) Regulations 2006
SHTM 81 Fire Precautions in New Hospitals
SHTM 82 Alarm and Detection Systems
SHTM 83 Fire Safety in Healthcare Premises (General Fire Precautions)
SHTM 84 Fire Safety in NHS Residential Care Premises
SHTM 85 Fire Precautions in Existing Hospitals
SHTM 86 Fire Risk Assessments in Hospitals
SHTM 87 Textiles and Furniture
8.0 Stakeholder consultation

This policy was reviewed ensuring appropriate stakeholder consultation, including service users and local management, service managers, professional leads and advisers, and relevant professionals within:

- NHSL Facilities (including Estates)
- Health and Safety Department
- Health & Social Care Partnership
- Clinical services
- Corporate Governance

Consultation included requesting content suggestions prior to development, circulating drafts to individuals requesting comments/feedback, discussing drafts at meetings, including presentation at the NHSL Health and Safety Committee prior to approval.

9.0 Monitoring and review

As a minimum this policy will be subject to review and update every 3 years by the Fire Safety Assurance Manager. The review and update will be carried out under consultation with key stakeholders.

This policy may also be subject to review if there are changes in guidance or legislation, issues arising from performance review or audit, or if NHS Lothian has a serious case that, through a system failure(s), merits the policy to be reviewed.

NHSL Fire Safety Department must use the 3i Studio Fire Manager module of the NHS Scotland asset management system as the primary means of recording data on fire safety outcomes such as alarm incidents, unwanted fire alarm signals, primary and secondary fire incidents and fire risk assessments.