

Fire Safety Policy



Title:			
Fire Safety Policy			
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Dec 2018	Fire Safety Assurance Manager	v1.0	Approved by the Policy Approval Group
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April 2022	NHSL Fire Safety Manager and NHSL Fire Safety Adviser (REAS)	v2.0	Approved by the Policy Approval Group

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 purpose of this policy is to establish consistent fire safety standards and minimise the risks to all persons working within, or accessing, premises owned, occupied or managed by NHS Lothian.

2.0 Policy statement

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

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.
- ensure that NHS Lothian has an effective approach to risk management and service continuity in place
- ensure that 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 staff working within, or occupying, premises owned, occupied or managed by NHS Lothian, including students, those working with Staffbank, and those working within NHS Lothian on a temporary, locum, honorary, agency, or fixed-term basis.

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 (SHTM) 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

The Fire (Scotland) Act 2005 is law passed by the Scottish Parliament, made to restate and amend the law in relation to fire services.

4.3 Duty Holder

The Fire (Scotland) Act 2005 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

A 'Competent Person' is a person who is suitably 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

This section provides an outline of the policy 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 NHS Lothian Chief Executive

The Chief Executive will be the 'Duty Holder' for the purposes of Fire Safety legislation.

5.2 The Nominated Officer

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.

5.3 Fire Safety Manager (Operations)

The Fire Safety Manager (Operations) will provide advice to the Nominated Officer (Fire) on technical and specialised matters. The Fire Safety Manager 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

5.4 Fire Safety Advisers (FSA)

The Fire Safety Advisers (FSA) will provide knowledge, training, guidance and advice relating to all aspects of Fire Safety.

5.5 Local Managers

Local 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 the upkeep of the Emergency Fire Evacuation Plan. They must also ensure that each member of their staff, through induction and team meetings, is made aware of fire safety instructions, complying with the results of the Fire Risk Assessment in relation to level of training required for those staff.

5.6 All NHS Lothian staff

All staff, including students, those working with Staffbank, and those working within NHS Lothian on a temporary, locum, honorary, agency, or fixed-term basis, must observe basic fire precautions. Through fire training, at a level determined by their line manager via Fire Risk Assessment, every member of staff will be aware of their duties and responsibilities in respect of fire safety and fire precautions. All staff must report any concerns to FSA or Estates Department.

5.7 Fire Incident Responders

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.

5.8 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. [hyperlink to be added]

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 NHS Lothian Estates and Facilities, Health and Safety Department, Health and Social Care Partnerships, Clinical services, and 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.

The draft policy was placed on the NHS Lothian Consultation Zone to give all NHS Lothian staff an opportunity to provide feedback/comment.

9.0 Monitoring and review

As a minimum this policy will be subject to review and update every 3 years by the Fire Safety 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.