



Lewisham

Clinical Commissioning Group

NHS Lewisham CCG Fire Safety Policy

Document Information

Category:	Corporate
Summary:	The purpose of this policy is to outline the Health and Safety strategy in accordance with statutory requirements
Approval Date:	22 May 2015
Date of Next Review:	22 May 2018
Accountable Officer:	Chief Officer
Policy Author:	Peter Medhurst
Version:	Version 1.0
Superseded documents:	Primary Care Trust Fire Safety Policy
Equality Analysis	<p>This policy applies to all permanent and fixed term employees within the CCG. This document has been assessed for equality impact on the protected groups, as set out in the Equality Act 2010. This document demonstrates Lewisham CCG's commitment to create a positive culture of respect for all individuals, including staff, patients, their families and carers as well as community partners.</p> <p>The intention is, as required by the Equality Act 2010, to identify, remove or minimise discriminatory practice in the nine named protected characteristics of age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is also intended to use the Human Rights Act 1998 and to promote positive practice and value the diversity of all individuals and communities.</p>
Further Information:	Peter Medhurst (GIFireE) Fire, Health & Safety Advisor
Related Documents:	Health and Safety Policy

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1. **Statement of Intent**

A fire can have catastrophic consequences causing death and injury, widespread damage to buildings and disruption to services. It is vitally important all possible measures are taken to prevent fires and where a fire does occur its effects are minimised by early detection and by rapid and effective response by staff.

NHS Lewisham Clinical Commissioning Group, known in this document as 'the CCG', recognises in full its responsibilities under the Regulatory Reform (Fire Safety) Order 2005 (known in this document as RRFSO) and attaches great importance to the health, safety and welfare of its employees, visitors and contractors.

Continuity of business can be seriously affected by any significant fire and the CCG strives to have arrangements in place to ensure that services & critical activities are maintained.

The CCG regards the promotion of health, safety and welfare at work as a mutual objective for management and employees at all levels. Fire safety management is seen as an integral part of that objective. It is, therefore, the CCG's policy to do all that is reasonable and practicable to prevent personal injury and damage to property, and to protect everyone from foreseeable work hazards, including the public where they come into contact with its premises or services.

1.1 Aims and Objectives

The CCG endorses the aims and objectives of the RRFSO (http://www.asfp.org.uk/webdocs/regulatory_reform_fire_safety_order.php); it will ensure that suitable and sufficient resources are made available to meet the requirements of this policy.

1.2 Implementation

The Chief Officer is responsible for Fire, Health and Safety.

It will be the responsibility of the Corporate Director to set and monitor an implementation strategy for the Fire Safety Policy.

It will be the responsibility of the line managers to ensure the Fire Safety Policy is available to all staff and implemented fully. Line managers will ensure that specific Fire Safety duties/responsibilities with respect to implementing the policy are clearly outlined in job descriptions and included in the staff appraisal system.

It will be the responsibility of every employee of the CCG to co-operate with their employer and comply with the Fire Safety Policy.

2. Purpose and Scope

2.1 This policy details how the CCG discharges its duties under the RRSFO, Health and Safety at Work Act 1974 (HASWA) and the Management of Health and Safety at Work Regulations 1999 (MHASWR). The responsibilities of the CCG as an employer are to:

- Conduct comprehensive workplace fire risk assessments and to review these risk assessments on a regular basis and immediately after any incident;
- Provide information, instruction, training and supervision, to ensure the health, safety and welfare of employees and others;
- Maintain the place of work in a safe condition, without risk to health, so far as is reasonably practicable;
- Ensure safe means of access and egress in all workplaces.

2.2 The CCG also recognises its responsibilities to protect non-employed persons from being exposed to the risks of its activities, and its responsibility to other users of its premises.

2.3 The CCG aims to ensure all employees are made aware of and understand their duties to take reasonable care of their own and other's health and safety.

2.4 In addition to the Regulatory Reform (Fire Safety) Order 2005, the CCG recognises all statutory health and safety requirements that apply to its activities and the need for these to be met at all times.

2.5 The CCG's Fire Safety Policy applies to:

- All staff employed by the CCG, working on the CCG's premises;
- All staff employed by the CCG, working in other organisations premises;
- All visitors to the CCG's premises including Contractors;

2.6 The CCG as far as is reasonably practicable:

- Assesses the risks from fire with regard to the health, safety and welfare of employees and visitors whilst they are on its premises and maintains a record of its findings as required under the RRSFO and the MHASWR;
- Provides and maintains safe and healthy working conditions, adequate fire prevention arrangements, safe means of access and egress and takes account of all statutory requirements;
- Provides information, operational policies and procedures, training, instruction and supervision to enable employees to perform their work safely and efficiently;
- Maintains suitable and sufficient records of training and of testing and maintenance of fire safety systems;

- Makes available all necessary fire safety devices and firefighting equipment and, where appropriate, provides instruction in their use;
- Provides and maintains suitable reference building plans showing relevant fire safety arrangements;
- Maintains a constant and continuing interest in fire safety matters by consulting and involving employees or their representatives wherever possible.

3. **Duties**

3.1 Chief Officer

The Chief Officer is designated as the responsible person in relation to the RRFSO. They must ensure all fire legislation is complied with and implemented in all areas they are responsible for.

The duties and responsibilities are:

- To act as or delegate a Board level director to take formal responsibility for fire safety;
- To ensure there is access to a competent Fire Safety Advisor;
- To allocate human and physical resources to key fire safety tasks;
- To allocate financial resources as appropriate;
- To ensure there are detailed arrangements including a prioritised action plan as part of a corporate risk register;
- To adopt best practice to ensure the objectives of this policy are met;
- To allocate clear responsibility to relevant managers for fire safety across the whole CCG;
- To receive reports and information from senior managers and professional staff and take appropriate action.

3.2 Nominated Staff with responsibility for Fire Safety.

This is a mandatory requirement and is accountable to the Chief Officer to assist them in complying with their duties and responsibilities.

The CCG has nominated a Corporate Services Officer with specific responsibilities for Fire Safety. The Corporate Services Officer has specific responsibilities for Fire Safety standards and reports to the Head of Integrated Governance on such matters.

3.3 The Senior Management Team

The Chief Officer of the CCG has a statutory responsibility for managing fire safety.

In consultation with the Senior Management Team and informally with the Staff Engagement Group, the Chief Officer has the responsibility for the development, introduction, co-ordination and monitoring of fire safety related

policies and procedures designed to create and maintain a safe and healthy working environment and to meet the CCG's objectives.

The Corporate Services Officer will ensure the Chief Officer, the Head of Integrated Governance and the Staff Engagement Group (informally) are kept fully up to date with current legislation and the consequence of non-compliance.

3.4 Fire Safety Manager

The Fire Safety Manager is a mandatory position under the RRFSSO.

The CCG has nominated the Chief Officer, as the Fire Safety Manager.

The responsibilities of the Fire Safety Manager are:

- To have an awareness of all fire safety features and their purpose;
- To have knowledge of the fire safety risks particular to the CCG;
- To be aware of requirements for disabled staff (related to fire procedures);
- Ensuring appropriate levels of management are always available to ensure decisions can be made regardless of the time of day;
- Ensuring compliance with legislation;
- Development and implementation of the CCG's fire safety policy;
- Development of the CCG's fire safety strategy;
- Development of an effective training programme;
- Cooperation between other employers where two or more share the premises;
- The reporting of fire incidents in accordance with current practice;
- Monitoring and mitigation of unwanted fire alarm incidents;
- Liaison with enforcing authorities;
- Liaison with other managers;
- Monitoring of inspection and maintenance of fire safety systems.

3.5 Fire Safety Advisor

The Fire Safety Advisor (CSU) assists the Fire Safety Manager (Chief Officer, CCG) in the discharge of their duties.

These duties are discharged with the expert support and advice provided from NHS South East Commissioning Support Unit (SECSU). This service provision is described in a Service Level Agreement, setting out accountability arrangements, minimum service specifications and monitoring arrangements

The Fire Safety Advisor is responsible for the following:

- Providing expert advice on the application and interpretation of fire legislation and fire safety guidance;

- Advising on the content of the CCG's fire safety policy;
- Assisting with the development of the CCG's fire strategy;
- Helping with the development of a suitable training programme, including delivery of the training;
- Liaising with enforcing authorities on technical issues;
- Liaising with managers and staff on fire safety issues;
- Liaising with the other competent professional specialists.

3.6 Fire Wardens

Fire Wardens assist the Fire Safety Advisor, their duties and responsibilities are:

- To know precisely what to do in the event of a fire in their area of responsibility.
- To keep the Fire Safety Advisor informed of any developments in their area(s) of responsibility that might affect fire precautions.
- To monitor processes, working practices, procedures and standards of housekeeping to ensure they are safe;
- To distribute fire safety information and draw to the attention of staff particular areas of relevance to work procedures;
- To refer promptly to their Manager and the Fire Safety Advisor, any fire safety problems which cannot be resolved locally.

3.7 All Employed Staff

All employees and others with a contractual arrangement with the CCG must take reasonable care for their own health and safety including fire safety, and that of others who may be affected by their activities.

The duties and responsibilities are:

- To comply with all safety policies and operational procedures relating to their work;
- To attend any training relevant to their work;
- To bring any need for training to the attention of the manager;
- To comply with any existing risk assessments, and to bring to the notice of their manager any hazard not already covered in the risk assessment procedure;
- To report unsafe conditions or activities to their manager or safety supervisor so that remedial action can be carried out;
- To make use of any fire safety measures or devices provided in accordance with instruction or training given;
- Not to interfere with or misuse anything that is provided in the interests of fire safety.

3.8 Young Persons

Any person under the age of 18 is termed a young person. Special regard is to be given into the inexperience, lack of awareness of risks and immaturity of any young persons working in the office work place environment.

3.9 Visitors

Visitors are expected to:

- Comply with any fire safety rules or instructions given to them;
- Not enter any area where a notice indicates entry is prohibited;
- Not interfere with or misuse anything that is provided in the interests of fire safety.

3.10 Contractors

All contractors working in CCG's premises are expected to take reasonable care for their own fire safety and that of others who may be affected by their activities. They must comply with all statutory rules and other safety standards as well as any local fire procedures that are applicable.

4. **Definitions**

4.1 A major fire incident is when one or more areas are being affected by fire/smoke, or where departments have to be evacuated.

A Hazard is something with the potential to cause harm.

A Risk is the chance or likelihood that harm will occur.

A Fire risk assessment is a systematic examination of a building or area within a building that takes into account the persons at risk, activities being carried out, compliance with legislation and/or guidance, the physical structure and related fire safety arrangements.

5. **Fire Risk Assessments**

5.1 It is a legal requirement under the RRFSO that Fire Risk Assessments are carried out annually.

The risk assessments identify the management systems and physical fire precautions within the area which must be maintained, in addition to requirements for fire systems maintenance and staff training.

Fire risk assessments are completed or existing ones altered where there are any new building works or refurbishments. Building plans associated with the fire risk assessment process must be kept up to date.

The Fire Safety Advisor will ensure Fire risk assessments are carried out on

an annual basis.

The CCG has staff working in other properties. These buildings are managed by the respective landlords with regard to the building's fire risk assessments. The CCG is responsible for its own staff within the buildings.

Copies of fire risk assessments are provided, on request, to the London Fire & Rescue Inspecting Officer with responsibility for the CCG.

The Fire Authorities have the right to come and inspect such assessments at any reasonable time or in the event of any fire related incident.

6. **General Arrangements**

6.1 Fire Guidance Notes

To support this Policy a series of Fire Guidance Notes are produced which cover a range of fire safety issues. These are listed in Appendix 2.

These Fire Guidance Notes are intended to provide more detailed information on key topics.

6.2 Training

It is mandatory that every member of staff attends an appropriate Fire Training Course.

Please see Mandatory Training Policy for further guidance.

6.3 Fire Service Attendance

Any premises reporting an automatic fire alarm sounding will be required to confirm to Fire Service 999 staff that there is a fire, or signs of fire, before any firefighting response is sent.

The Fire Service may attend a commercial premise, whose fire alarm is operating, but a charge could be levied; they will always attend if a presence of fire in the building is confirmed.

6.4 Unwanted Fire Signals

Many fire alerts are raised even though there was no incident; these perceived false alarms are referred to as Unwanted Fire Signals (UwFS). These UwFS divert valuable resources away from actual incidents and can cost millions of pounds every year.

Each fire alarm within the CCG is to be investigated by the Fire Safety Advisor.

Further guidance is available in the Fire Guidance Notes.

6.5 General Fire Precautions

Routine fire precautions are critical to ensure the risk of fire starting is kept as low as possible.

All members of staff have a responsibility to reduce the risk of fire starting and to maintain general fire precautions.

General fire precautions will be assessed each year as part of the Annual Fire Risk Assessment.

Further guidance is available in the Fire Guidance Notes.

6.6 Fire Alarm System

Fire alarm systems are provided in all the CCG's premises. These systems are designed and maintained to current standards and records kept of any testing or maintenance.

Further information about what action to take in the event of actual or suspected fire is contained in the Fire Guidance Notes.

6.7 Disability Discrimination and Refuge Points

The CCG ensures, where possible, all aspects of building infrastructure meet the requirements of the Disability Discrimination Act. This includes adjusting the fire alarm system, escape routes, and door furniture, etc. where it is found necessary to do so by means of risk assessment.

In the event of evacuation there are a number of Refuge Points available in some areas. Refuge Points are areas where non-ambulant persons may be taken to where they are protected from the effects of a nearby fire. Where major refurbishments and other similar projects are undertaken then suitable adjustments will be made to the area concerned.

6.8 Personal Emergency Evacuation Plans (PEEP)

In those cases where it is known that a member of staff cannot respond to an alarm or needs assistance during evacuation e.g. if they are visually or noise impaired, then a PEEP will be developed in conjunction with the person, their manager and the Fire Safety Advisor. A PEEP is specific to the needs of that individual and will be kept under regular review, at least annually.

6.9 Reporting of Fires to NHS England

It is a requirement to report all confirmed fires to which the fire service have been called to NHS England. This is done by the Local Management and reported to the Fire Safety Manager as soon as practicable.

Fires involving death, injury, large-scale evacuation or large-scale damage are reported immediately via telephone or email.

Fires involving death or injury must also be reported to the Health & Safety Executive under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR).

6.10 Fire Equipment

Fire fighting equipment is available throughout the CCG.

Fire equipment is only to be used to aid escape or save life. Staff trained in their use only can use them to extinguish any small fire

This equipment consists of fire extinguishers, fire blankets with some hose reels. In addition there are fire hydrants and dry riser mains in some buildings for use by the fire service.

It is the responsibility of all staff not to interfere with or obstruct any fire fighting equipment. Any identified problems must be reported to the Fire Safety Advisor as soon as practicable.

Further guidance is available in the Fire Guidance Notes.

6.11 Electrical Equipment

All electrical equipment that is brought into the CCG, either through the normal supplies channels or through any other route, e.g. donation, must be suitable for the purpose it is to be used for.

The use of electrical extension leads, other than for IT equipment, is to be discouraged.

In addition all electrical equipment must be checked for electrical safety before it is first put into use.

Portable electrical equipment is subject to regular inspection known as Portable Appliance Testing (PAT) which should take place at least every two years.

Further guidance is available in the Fire Guidance Notes.

7 **Review**

7.1 This policy will be subject to an annual review

8. **Associated Documents**

8.1 Health and Safety policy

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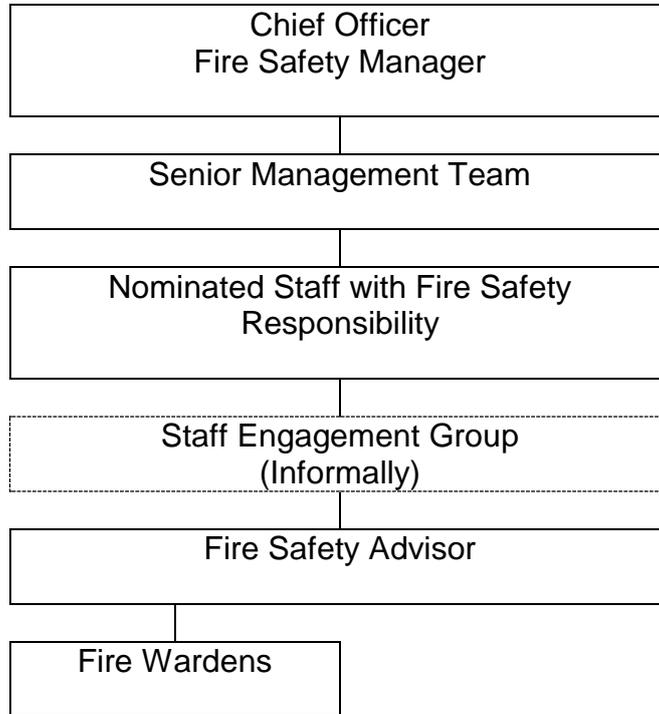
9. References

- 9.1 Regulatory Reform (Fire Safety) Order 2005
- Management of Health & Safety at Work Regulations 1999
- Disability Discrimination Act – 1995 and 2005

Amendment History

Version	Date	Reviewer Name(s)	Comments

Appendix 1 Fire Safety Structure



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Appendix 2

List of Fire Guidance Notes

FGN 1	Fire – Raising the alarm & Evacuation
FGN 2	Fire – Electrical equipment
FGN 3	Fire – General precautions
FGN 4	Fire – Arson Control
FGN 5	Fire – Role of Fire Wardens
FGN 6	Fire – Training
FGN 7	Fire – Use of extinguishers
FGN 8	Fire – Unwanted Fire Signals