



Annual Fire Safety Report
April 2019 to March 2020
to
NHS Lanarkshire Board

Prepared for:
Director of Planning, Property and Performance
by the
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Executive Summary

1. Introduction

This executive summary provides highlights from the Annual Fire Safety Report, covering the period 1st April 2019 to 31st March 2020.

This report has been prepared by the Director of Property and Support Services Division, in his capacity as Nominated Officer Fire (NOF), for the Director of Planning, Property and Performance, who has Executive Lead for Fire Safety Compliance.

1.1 Statutory Enforcement Authority, Scottish Fire and Rescue Service, (SFRS), Responsibilities and Powers

This report details the responsibilities and powers under current Fire Safety Legislation of SFRS as the Enforcing Authority for Fire Safety.

1.2 Report Statistics

This report includes yearly statistics on:

- Fire Incidents.
- Unwanted Fire Alarm Signals.
- Fire Risk Assessments.
- Statutory Compliance Notices issued by the Enforcing Authority.
- Attendance by staff at Fire Safety Awareness Training.

1.3 Fire Incidents

During the reporting period 2019/20 there were no fire incidents that involved injury to persons or fitted the criteria for reporting to Scottish Government. The total number of reported fire incidents for the reporting period 2019/20 totalled 173. This represents an increase of 15% on the 150 reported incidents for reporting period 2018/19. Investigations have concluded that the increase is mainly due to an increase in the number of fire alarm activations at UH Hairmyres, in particular within the Mental Health Unit. NHSL Fire Team are working with UH Hairmyres Fire Safety Group to identify causes and trends. Early indications in the new reporting period would suggest that progress is being made towards achieving a downward trajectory with regards UFAS activity at UH Hairmyres.

It should be noted that the total number of fire incidents quoted may not represent a full and accurate figure for reporting period 2019/20, as it is estimated that 23 incidents at University Hospital Monklands went unreported. The concern has been raised by the Senior Fire Advisor at both UHM and NHSL Fire Safety Group meetings and has been highlighted to the hospital management team and it is expected this will be resolved in the new reporting period.

The total number of reported fire incidents included:

- 153 Unwanted Fire Alarm Signals;
- 9 Actual Fire Incidents of which 2 was considered to be of significant interest;
- 2 False Good Intent;
- 9 False Malicious Intent.

1.4 Fire Risk Assessments (FRAs)

Currently there are 439 FRA areas which are completed and recorded on the Estates Asset Management System (EAMS). During this reporting period 2019/20, 100 FRAs were reviewed by NHSL Fire Safety Advisors, as detailed in the Fire Safety Annual Work Plan.

1.5 Planned Fire Safety Works (2019/20)

A total of circa £1,140,000 has been expended on Fire Safety Works. This funding was utilised to address significant risks recorded in EAMS. This funding was mainly targeted at the upgrading of fire doors and fire compartmentation within primary care premises and the continued upgrading of fire compartmentation and improvements to the fire warning and detection system at University Hospital Monklands.

1.6 Scottish Fire and Rescue Service (SFRS) Fire Safety Compliance Audits

SFRS have a programme of announced audits. 16 Fire Safety Compliance Audits were conducted in NHSL premises in 19/20. No formal enforcement action was taken and SFRS noted only issues of minor deficiency. Action plans have been implemented for each affected property and written confirmation of the corrective action taken was communicated to SFRS.

1.7 Fire Safety Training

During the reporting period 2019/20, 74% of staff participated in General Fire Safety Training. This figure indicates an 8.7% increase on the number of staff who attended training during reporting period 2018/19.

1.8 Fire Safety Groups

The management & reporting of performance on fire safety compliance is by a structured set of Fire Safety Groups.

1.9 Reduced Level of Operational Attendance by SFRS

It reported in the 18/19 Fire Safety annual report that SFRS had reduced the level of initial attendance at Kilsyth Heath Centre (unless presence of fire is confirmed by phone call). Discussions with SFRS ensued at Chief Executive level, however SFRS declined to revisit this policy but did commit to no further application of it at the time. In March 2020 however, Health Facilities Scotland (HFS) advised NHS Boards that SFRS had formally advised HFS of their intention to reduce the level of operational attendance to all NHS non-sleeping risk premises as part of their management response plan to the COVID 19 Pandemic. This has resulted in the level of operational attendance to all Community Health Centers and other non-inpatient care buildings being reduced from two fire appliances to one (as was the case for Kilsyth, but now applying to all but residential premises in NHSL).

The NOF has raised an objection to this reduction with SFRS and NHSL Chief Executive has raised the matter through the NHSS Chief Executives Forum. It is understood that SFRS have again declined to reverse this decision despite the original cause of limited resources due to COVID no longer prevailing.

1.10 Fire Risk Management Statement of Assurance

Senior Site Responsible Managers are required to submit a Fire Risk Management annual "Statement of Assurance" for premises for which they have fire safety responsibility. The statement covers the preceding reporting period 1st April 2019 to 31st March 2020 and is intended to drive improved performance. Forty seven of the 57 Statements of Assurance issued in the reporting period were returned. Thirty-six of the number returned recorded less than 100% full compliance but have an appropriate corrective action plan in order to improved compliance. 11 statements recorded full compliance and 15 recorded noncompliance across all 3 KPIs (with corrective action plans noted). One statement is not currently required as the premises is not presently occupied by NHSL staff. It is expected that each Senior Site Responsible Person will

track completion of the required action plans as a standing agenda item on each of the Local Fire Safety Groups.

In the new reporting period 2020/21 it is intended to replace the Annual Statement of Assurance with a quarterly Fire Safety Performance Report to the Corporate Management Team for appropriate scrutiny. This new reporting methodology has been developed by NHSL Fire Safety Team and is being implemented with immediate effect. It is intended that the next review of the NHSL Fire safety policy will delete the requirement for an annual statement of assurance as a result of this ongoing scrutiny at CMT level.

1.11 Fire Safety Policy and Procedures

The routine review and revision of NHSL Fire Safety Policy was completed in June 2018. Version 10 is the current version. The next routine review is due in June 2021.

The NOF, as a result of SFRS' new UFAS policy and reduced initial attendance and a number of changes around fire safety governance and fire safety training, intends to conduct an interim review as part of the fire safety annual work plan for the reporting period 2020/21.

1.12 Fire Safety Control Book (FSCB)

The current total of FSCBs is 262. During reporting period 2019/20 a total of 74 FSCBs were audited, as detailed in the Fire Safety Annual Work Plan.

1.13 Fire Safety Work Plan 2020/21

The NOF has developed an Annual Fire Safety Work Plan for reporting period 2020/21. (Refer to Section 12 main report)

2 Introduction

This report has been prepared by the Director of Property Support Services Division, in his capacity as Nominated Officer Fire (NOF), on behalf of the Director of Planning, Property & Performance (Executive Director for Fire Safety Compliance).

The report provides details of the management and reporting on fire safety activities across NHSL in the reporting period from 1st April 2019 to 31st March 2020, including statistics on

- Unwanted Fire Alarm Signals;
- Fire Incidents;
- Fire Risk Assessments;
- Statutory Compliance Notices issued by the Enforcing Authority;
- Attendance by staff at Fire Safety Training

3 Statutory Enforcement Authority- SFRS Responsibilities and Powers

SFRS is the Enforcing Authority for fire safety across Scotland. NHSL continues to deal with locally based Fire Safety Enforcement Officers and Operational Fire Crews.

The Fire Scotland Act 2005 and The Fire Safety (Scotland) Regulations 2006, provide a National Framework setting out Government expectations of the Fire & Rescue Service enforcement, regarding fire safety provision required for all non-domestic premises.

The Fire Scotland Act 2005 and The Fire Safety (Scotland) Regulations 2006, require all fire safety requirements to be based on fully documented Fire Risk Assessments being available for all premises managed or occupied by NHSL.

Powers of the Enforcement Officers, in relation to premises for which they have enforcement responsibilities, are listed in section 62 of the Fire Scotland Act 2005 and are summarised below.

Enforcement Officers may do anything necessary to allow them to enforce their fire safety duties, including;

- Entering premises for inspection at any reasonable time, or at any time if the officer has reason to believe that the situation is dangerous;
- Requesting information, records etc., or assistance from any persons with fire safety duties;
- Inspecting, copying or removing any relevant documents from the premises;
- Carrying out any inspections, measurements or tests considered necessary on the premises or any article or substance found on the premises;
- Taking samples of any article or substance found on the premises;
- Dismantling articles found on premises which appear likely to cause danger from fire;
- Taking possession of an article for purposes of examination or use as evidence.

If the Enforcing Authority is dissatisfied with the outcome of the Fire Safety Risk Assessment, or the action taken, or the fire safety measures in place, it has the power to take action which could be;

- Informal action;
- Formal enforcement action which could result in the issue of a Statutory Enforcement Notice that requires specified action to be taken;
- In extreme cases, a Statutory Prohibition Notice may be issued that prohibits/restricts the use of all or part of the premises until specified matters are remedied;
- Reporting the matter for prosecution.

Failure to comply with a notice issued by the Enforcing Authority or placing persons at risk by failing to carry out any duty imposed by fire safety law is an offence.

If the premises pose a serious risk to persons, in respect of harm caused by fire, the authority may issue a Prohibition Notice prohibiting or restricting the use of the premises. Additionally, if the premises posed such a risk if particular changes were made to the premises, the authority may issue an Alterations Notice that obliges the recipient to inform the enforcing authority before making specified changes to the premises.

SFRS crews will visit premises to familiarise themselves with them in the event they are called to a fire in the premises. This type of visit is unlikely to include an assessment of compliance with fire safety law. The fact that a fire and rescue service visit has taken place should not be interpreted as an endorsement of fire safety measures and procedures being applied in the premises.

4 Performance

4.1 Fire Incidents

Reported Fire Incidents 1 st April 2019 - 31 st March 2020								
	Hair/myres	Monk/lands	Wishaw	Stone/house	Corp. Serv.	North HSCP	South HSCP	Total
Unwanted Fire Alarm	54	32	32	1	2	12	20	153
Actual Fire Incidents	2	3	1	0	1	2	0	9
False Good Intent	0	0	0	0	0	1	1	2
False Malicious Intent	6	0	3	0	0	0	0	9
Total No of Incidents	62	35	36	1	3	15	21	173
UFAS Breakdown by Cause								
Burnt Food	6	1	4	1	0	1	0	13
Smoking	12	1	4	0	0	3	1	21
Steam	15	1	2	0	0	0	3	21
Aerosol Spray	4	4	6	0	1	1	0	16
System Faults	6	9	4	0	1	1	5	26
Accidental	1	2	3	0	0	0	5	11
Fumes	0	0	0	0	0	1	0	1
Dust	0	0	0	0	0	0	0	0
Water ingress	0	1	0	0	0	0	0	1
Unknown	7	13	7	0	0	5	6	38
Accidental Contractor	3	0	2	0	0	0	0	5

The total number of Fire Incidents reported for the year 2019/20 was 173. This includes the following categories, 153 Unwanted Fire Alarm Signals (UFAS), Actual Fire Incidents, Fires of Significant Interest, False Actuation of the fire alarm system due to Malicious Intent, False Actuation of the fire alarm system due to Good Intent. The total represents an increase of 15% on the 150 reported incidents from 2018/19.

The table above provides a comparison of the numbers of fire incidents across the 3 Acute Hospital sites, Corporate Services and North & South Health and Social Care Partnerships Operating Divisions along with the general classification of the cause of fire alarm activations.

After cross referencing the number of fire alarm activations recorded by University Hospital Monklands Switchboard Staff with the number of fire incident Datix Reports, it was estimated

that 23 fire incidents which occurred at University Hospital Monklands during reporting year 2019/20 were not recorded on the Datix Data System as required by section 4.10 of NHSL Fire Safety Policy. This issue was also highlighted in the previous Annual Fire Safety Report for year 2018/19, where it was estimated 20 incidents were unreported. This is a matter of concern as unreported incidents are not investigated, corrective action is not taken and it leaves the Board open to criticism from the Enforcing Authority. The concern has been raised by the Senior Fire Advisor at both UHM and NHSL Fire Safety Group meetings and has been highlighted to the hospital management team who are aware of the need to resolve this in the new reporting period.

Notes

- Number of Incidents: relates to cumulative total of all reported fire incidents, which occurred.
- Unwanted Fire Alarm Signals (UFAS): relates to an avoidable actuation of the Fire Warning and Detection System.
- Fire: relates to an incident that involved actual fire and smoke and had the potential to cause damage to property and affect Business Continuity.
- Malicious: relates to a false operation of the Fire Warning and Detection System when it was known there was no fire or suspected fire.
- Good Intent: relates to a false operation of the Fire Warning and Detection System when there was a genuine belief that a fire had occurred.

4.1.1 Signals (Unwanted Fire UFAS) Alarm

The term Unwanted Fire Alarm Signal is used by SFRS to describe any actuation of an automatic fire alarm system, which is not the result of an actual fire and was considered to be avoidable, (not including false actuations due to malicious or good intent).

The number of UFAS, SFRS attend is one of the KPIs used to measure the effectiveness of SFRS Demand Reduction Strategy.

NHSL recognises the importance of this KPI and has demonstrated a continued commitment through its joint working with SFRS to reduce the level of UFAS, as far as is reasonably practical.

UFAS activity is discussed as a standing agenda item at NHSL/ SFRS Joint Partnership meetings. During reporting period 2019/20, NHSL/SFRS have established joint UFAS Reduction Groups within NHSL acute sites. The general aim of the groups is to reduce the level of UFAS activity within the acute sites.

The NHSL Fire Safety Groups monitor the number of UFAS, examine trends and undertake the appropriate preventive actions as considered necessary.

The number of UFAS reported for 2019/20, totalled 153. This represents an increase of 31 % on the figure, (116), reported in 2018/19. Investigations have concluded the increase is mainly due to an increase in the number of fire alarm activations at UH Hairmyres, in particular within the Mental Health Unit. NHSL Fire Team are working with UH Hairmyres Fire Safety Group to identify causes and trends. Early indications in the new reporting period suggest that progress is being made towards achieving a downward trajectory in UFAS activity at UH Hairmyres.

NHSL will maintain a zero-tolerance approach with regard to UFAS and efforts will continue to reduce the overall number of UFAS across all NHSL sites.

4.1.2 Actual Fire Incidents

A total of 9 Actual Fire Incidents were reported and investigated during reporting period 2019/20. Two of the incidents were considered as being of significant interest.

None of the incidents resulted in serious building damage, they did not affect business continuity and no injuries were reported. The number of Actual Fires of significant interest for reporting period 2019/20 increased by one when compared with 2018/19.

4.1.3 Summary of Actual Fire Incidents

- 14th May 2019 University Hospital Hairmyres:
Male patient set fire to unknown material within toilet of Emergency Department. Patient was taken into police custody. The incident did not result in any fire damage or injury. SFRS attended and inspected the area but took no firefighting action.
- 8th June 2019 Kirkland's HQ Building:
Defective light fitting in an office was giving off smoke. Lights to room were switched off by Domestic. The incident did not result in any fire damage. SFRS attended but took no firefighting action. The light fitting was replaced by Maintenance Staff.
- 1st July 2019 University Hospital Monklands:
Box of biscuits was inadvertently placed on top of a Regen Trolley which had been switched on within the pantry area of Ward 24. Domestic noticed the box was smoldering and giving off black smoke. The box was placed in a sink and a wet cloth was placed over the box to extinguish the fire. The incident did not result in any fire damage. SFRS attended but took no firefighting action.
- 9th November 2019 University Hospital Wishaw:
Staff could smell burning from a computer printer. Security attended and unplugged and isolated the printer. SFRS attended but took no firefighting action. The printer was removed from service.
- 29th November 2019 University Hospital Hairmyres:
Patient set fire to a small quantity of paper in the toilet in Ward 20. Staff extinguished the fire. The incident did not result in any fire damage or injury. SFRS attended and inspected the area but took no firefighting action.
- 27th December 2019 University Hospital Monklands
Nursing Staff observed sparks and slight smoke coming from a tea trolley based in the main corridor opposite Nurses' Station. Maintenance staff attended and isolated the trolley. The fault was found to be the result of worn cables.
- 9th February 2020 Victoria Cottage Hospital Kilsyth.
Nursing Staff detected a strong smell of smoke and burning. Fire Alarm had failed to operate but staff removed patients from the area where the smell of burning could be detected. On investigation it was discovered that a patient's relative had lit candles on a birthday cake which was quickly extinguished but had left a residual smell in the area.

4.1.4 Summary of Actual Fire Incidents of Significant Interest

There were two Actual Fire Incidents of Significant Interest reported during the reporting period 2019/20. The premises involved were;

- 5th November 2019 Holdsworth Community Health Centre Wishaw:

A member of the public informed the Reception Staff that a car in the lower deck of the carpark opposite the Health Centre was on fire. The staff immediately dialed 999 and reported the incident to SFRS. The same member of the public took a Fire Extinguisher located within North Lanarkshire Council's Library to the carpark and used it to

extinguish the fire. The incident caused fire damage to the car, there was no damage to the structure of the car park or Health Centre and it did not result in any injury. SFRS attended and soaked the affected area with water as a precautionary measure. The incident did not meet the criteria which required it to be reported to Scottish Government.

- 23rd December 2019 West of Scotland Laundry

At approximately 7.00 am, fire broke out in one of the laundry's dryers. Staff immediately isolated the power to the dryer. The fire was extinguished by the dryer's inbuilt fire suppression system and damage was contained to the dryer. The fire was deemed to have been caused by a piece of linen that remained partially in the dryer, after the unloading cycle was complete. The piece of linen then became caught in the door assembly when it closed near to the hot air inlet duct to the drum and a build-up of heat caused by friction ignited the linen.

Following an investigation by the dryer manufacturer, it was considered the probability of the situation reoccurring was extremely low. Despite this, the manufacturer has conducted a review of the design and are introducing modifications to prevent reoccurrence. The final solution has passed all the testing requirements, and will be incorporated into all future builds and has been retrofitted to all the dryers used at West of Scotland Laundry. The incident did not meet the criteria which required it to be reported to Scottish Government.

4.1.5 Fire Incidents 2014/15 to 2019/20

The table below provides a comparison of the number of incidents recorded across NHSL over a six-year period from 2014/15 to 2019/20.

Fire Incidents 2014/15 to 2019/20						
	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Unwanted Fire Alarms	132	174	179	147	116	153
Actual Fire Incidents	15	16	14	10	9	9
False Good Intent	7	3	6	8	5	2
False Malicious Intent*	11	8	6	12	20	9
Total No of Incidents	165	201	205	177	150	173

4.2 Fire Hazards

Fire Hazards was introduced as part of the reporting facility in reporting period 2014/15 to report fire related issues on Datix. This category allows staff to report issues which may present a fire hazard with regards to the potential to cause fire or affect the ability of persons to make their escape in the event of a fire. During this reporting period (2019/20), 2 fire hazards were reported which related to automatic fire doors failing to close on operation of the fire alarm. The defective hold open devices were reported by local manager and PSSD carried out the required repairs.

4.3 Fire Risk Assessments (FRAs)

4.3.1 General

As outlined in the Annual Fire Safety Report for reporting period 2018/19, NHSL continues to use the Estates Asset Management Data System (EAMS) for recording all FRAs, as mandated by Scottish Government and in accordance with NHS Scotland Fire Safety Policy CEL 11 (2011).

The current total number of FRA areas is 439, all of which are completed and entered into the EAMS. The total number of FRAs areas recorded on EAMS at the end of this reporting period 2019/20 has remained unchanged from the previous reporting period 2018/19,

The total number of FRAs will continue to be subject to change as new premises are acquired, old premises disposed of and operational changes are made within existing premises.

4.3.2 Fire Risk Assessment Review Programme

Regulation 3 of The Fire Safety (Scotland) Regulations 2006 places a requirement on duty holders to review FRAs on a regular basis. To satisfy this requirement, NHSL has an established rolling programme of FRA reviews. The frequency of premises FRAs are the subject of review and is based on the level of fire risk. During this reporting period 2019/20, the Fire Safety Annual Work Plan targeted 100 FRA reviews to be completed. This target was met.

4.4 Planned Fire Safety Works 2019/20

Allocation of circa £1,140,000 has been expended on fire safety works during this reporting period 2019/20. This included circa £121,000 for Lanarkshire Wide Business Continuity projects and circa £1,020,000 allocated to Monklands Business Continuity projects which continue to be treated separately. This funding was utilised to address significant risks recorded in the EAMS, as identified in the FRAs, and prioritised works identified during Fire Safety Audits conducted by SFRS Enforcement Officers. The funding was mainly targeted at the upgrading of fire doors and fire compartmentation within primary care premises and the continued upgrading of fire compartmentation and improvements to the fire warning and detection system at University Hospital Monklands.

A report for NHSL's Capital Investment Group has been prepared, which identifies the outstanding issues which will be progressed during reporting period 2020/21. These have been prioritised using a risk score which considers all the relevant factors (e.g. client group, the level of fire protection, environmental hazards, and SFRS response). Fire Safety Works at Monklands Hospital will continue to be a priority and dealt with separately as during the previous reporting periods.

4.5 Fire Safety Compliance Audits Conducted by SFRS

During this reporting period 2019/20 SFRS conducted 16 Fire Safety Audits in the under noted NHSL premises.

Planned Routine Audits

- Wester Moffat Hospital.
- University Hospital Wishaw, various Areas.
- University Hospital Wishaw Staff Residences.
- University Hospital Hairmyres Staff Residences.
- University Hospital Hairmyres various Areas.
- Udston Hospital Hamilton.
- Beckford Lodge Hamilton.
- Kylepark Assessment Centre Bothwell.
- Lady Home Hospital Douglas.
- Kello Hospital Biggar.
- Stonehouse Hospital Stonehouse.
- University Hospital Monklands various Areas.
- Kilsyth Victoria Hospital Kilsyth.
- Cleland Hospital Cleland.
- Coathill Hospital Glencairn Ward.
- Coathill Hospital Glenmore Ward.

None of the audits resulted in formal enforcement action being taken by SFRS against NHSL. Enforcements Officers noted only issues of minor deficiency for all premises. Corrective action plans were implemented for each property with deficiencies recorded.

SFRS have advised NHSL that, as part of their risk based approach to conducting fire safety audits, Enforcements Officer will continue to sample audit any property with a sleeping risk at least once annually. In March 2020, SFRS formally informed NHSL Senior Fire Safety Advisor that the Fire Safety Routine Audit Plan for the remainder of 2019/20 and the new plan for 2020/21 would be suspended until further notice due to COVID19. In issuing this communication, SFRS advised that fire safety compliance remained a statutory requirement and that they would react robustly to any fire safety failure.

4.6 Fire Safety Training

During this reporting period 2019/20, Property & Support Services Division staff and identified staff from HSCP North and South Divisions delivered Fire Safety Awareness Training Sessions on a regular basis throughout the year.

Fire Safety Training is part of the NHSL mandatory training programme. Current SHTM Fire Code Guidance and NHSL Fire Safety Policy require all staff to participate in General Fire Safety Awareness training a minimum of once annually.

4.6.1 Staff Participation in General Fire Safety Awareness Training

74% of staff participated in General Fire Safety Awareness Training during this reporting period 2019/20. This figure indicates an 8.7% increase on the number of staff who participated in training during reporting period 2018/19.

The table below provides a breakdown of the number of staff who participated in fire safety training during reporting period 2019/20 and the percentage level of staff compliance with policy requirements.

Fire Safety Training 1 st April 2019 to 31 st March 2020				
Operating Division	Not Compliant	Compliant	Total	Percentage Compliant
Acute	1550	4402	5932	74%
Corporate Services, PSSD, Other Services	1136	1566	2702	58%
North HSCP	321	1465	1786	82%
Mental Health & Learning Disabilities	203	932	1135	82%
South HSCP	331	1607	1135	83%
Overall Total for NHSL	3521	9972	13493	74%

The above figures include General Fire Safety Awareness Training (*Face to Face*) and General Fire Safety Awareness Online Training (*Learnpro*),

Fire safety training provided by NHSL is made available to Serco & ISS staff at Wishaw and Hairmyres Hospitals, although their attendance is not included in NHSL figures.

The requirement for staff to undertake fire awareness training is detailed in The Fire Safety (Scotland) Regulations 2006 (*Regulation 20*).

4.6.2 Staff Participation in Fire Safety Training 2014/15 to 2019/20

The table below provides a comparison on the percentage of staff attendance at General Fire Safety Awareness Training across NHSL over a six-year period from 2014/15 to 2019/20.

Fire Safety Awareness Training 2014/15 To 2019/20						
Division	2014/15	2015/16	2016/17	General 2017/18*	2018/19	2019/20
Acute	71%	67%	66%	No Report	85.7	74%
Corporate Services & PSSD	94%	91%	97%	No Report	42.8	58%
North HSCP	51%	89%	80%	No Report	57.2	82%
Mental Health & Learning Disabilities				No Report	65.6	82%
South HSCP	65%	92%	81%	No Report	60.7	83%

* It should be noted that no fire safety training report could be provided for Annual Fire Safety Report 1st April 2017 to 31st March 2018 due to unanticipated operational issues with the introduction of the eEss training and recording system.

As a result of the level of training being lower than required, it has been agreed that 3 key performance indicators will be reported to CMT to monitor regularly as part of the Service's CMT performance reports.

The reporting methodology has been developed by NHSL Fire Safety Team and is being implemented with immediate effect.

4.6.3 Managing Fire Safety Online Module

During this reporting period 2019/20, a total of 971 staff completed the Fire Safety Managers online training package. This package provides managers with necessary training and information to effectively manage fire safety within buildings or areas for which they have fire safety responsibility. Within the Fire Safety Annual Work Plan, it is intended to update this package to include Fire Safety Control Book Holders responsibilities.

4.6.4 Additional Fire Safety Training

NHSL Fire Safety Advisors on behalf of the NOF and the Director Hospital Services (UH Monklands) delivered an additional fire safety training module which focused on the specific challenges of conducting an Emergency Fire Evacuation within the Medical and Surgical Towers. This training was provided as part of the additional fire risk management controls implemented at UH Monklands to manage additional identified risks from fire. The programme has been revised for reporting period 2020/21 to cover the reintroduction of Progressive Horizontal Evacuation Procedures within the Surgical and Medical Towers following the completion of works to upgrade fire compartmentation.

4.6.5 Corporate Induction Training

During this reporting period 2019/20, NHSL Fire Safety Advisors continued to assist Organisation Development in the delivery of the Corporate Induction Programme. The programme's fire safety module consists of a face to face presentation, the completion of the online General Fire Safety Module and specific fire safety induction training provided at Ward/Department level by line managers. NHSL Fire Safety Team will continue to assist Organisation Development to deliver this programme in the new reporting period 2020/21.

4.6.6 Hospital Cover Nurse Training

During this reporting period 2019/20, NHSL Fire Safety Advisors produce a revised Fire Safety Training Module for Hospital Cover Nurses.

The module, which was piloted at UH Monklands, was well received and staff participating welcomed the increased practical element to the training. The new revised module will be rolled out across all 3 acute hospitals in the new reporting period 2020/21.

4.6.7 Fire Safety Training Advisor

During the reporting period 2019/20, PSSD reorganised the Fire Safety Team structure within existing resources. This resulted in the creation of a new post of Fire Safety Training Advisor. Kevin Barclay who was successful in being appointed to the new post will focus on the development and delivery of fire safety training and drills across NHSL. This will allow the remaining Fire Safety Advisors to focus on audits, risk assessments and be dedicated to providing more technical fire safety advice. The new Fire Safety Training Advisor will provide support to Acute site managers with regards to them meeting their statutory and policy requirements around fire safety training and additional advice and support to existing trainers within Health & Social Care Partnerships Teams.

5. NHSL and SFRS Partnership Working

5.1 Concordat of Partnership Working

The Concordat of Partnership Working between NHS Scotland and Scottish Fire & Rescue Service continues to underpin the partnership arrangements between NHSL and SFRS. NHSL continues to engage with local enforcement officers and operational crews on a regular basis.

5.2 Joint Partnership Meetings NHSL and SFRS

Meetings between NHSL and SFRS North and South Lanarkshire Areas were scheduled quarterly during this reporting period 2019/20, with a number of initiatives beneficial to both organisations undertaken. These meetings continue to improve communication between NHSL and SFRS, raise the profile and awareness of fire safety with NHSL staff and have been operationally beneficial to SFRS.

5.3 Partnership Initiatives

The partnership working relationship between NHSL and SFRS is now well established and continues to develop and bring forward joint initiatives to improve the overall level of fire safety for staff, patients and visitors in all NHSL premises. During reporting period 2019/20, joint working has continued to focus on UFAS reduction by establishing a Joint NHSL/SFRS UFAS Reduction Group at the three acute hospitals. These groups include representatives from SFRS, NHSL Fire Safety Team, Hospital Management and Maintenance Teams.

In addition, NHSL Fire Safety Team, continue to:

- Facilitate familiarisation visits and fire safety audits for SFRS officers to all NHSL premises,
- Provide information and assistance for SFRS Officers when completing their operational risk assessments for NHSL buildings.

6. Health Facilities Scotland

6.1 National Fire Safety Group (NFSG)

Health Facilities Scotland hosts the NFSG whose membership includes Fire Safety Advisors from NHS Boards across Scotland, representatives from the Scottish Building Standards Agency, Scottish Government Health Department, and SFRS.

NHSL Senior Fire Advisor is a member of this group which allows the opportunity for NHSL to contribute to the strategic management of fire safety within Scottish Healthcare and allows

NHSL to keep abreast of forthcoming amendments to legislation or guidance and be aware of fire safety issues and performance across Scottish Health Boards.

6.2 Scottish Government Health Department (SGHD) Fire Policy CEL 11(2011)

The SGHD Fire Policy CEL 11 was due for revision in May 2014. SGHD have not indicated when a revised National Policy is likely to be issued. NHSL Fire Safety Policy V10 was revised by using SGHD Fire Policy CEL11 as a reference document. Following the issue of a revised National Policy NHSL Senior Fire Advisor will review NHSL current Fire Safety Policy and revise as required. In accordance with current procedure, any revised NHSL Fire Safety Policy will be presented to NHSL Fire Safety Group for final approval.

7. Fire Safety Groups

The management and reporting on fire safety compliance with current fire safety legislation, fire safety regulations and NHSL's Fire Safety Policy, is by a structured set of Fire Safety Groups, which meet on a quarterly basis. The Groups include appropriate representation in the membership.

These Groups are:

- NHSL Fire Safety Group - Chaired by the Director, Property & Support Services Division, as the NOF.
- Three site based acute hospital fire safety groups
 - UH Hairmyres and Stonehouse Hospital Fire Safety Group,
 - UH Monklands and Wester Moffat Fire Safety Group,
 - UH Wishaw Fire Safety Group,
- HSCP North & South Operating Divisions Health and Fire Safety Groups,
- Law House Health and Fire Safety Group,
- Kirkland's Site Health and Fire Safety Group.

8. Fire Safety Policy and Procedure

The current NHSL Fire Safety Policy routine review was completed in 2018, with a revised Fire Safety Policy V10 being issued in June 2018. The Fire Safety Policy continues to be a standing agenda item at NHSL and Local Fire Safety Group meetings.

The next Fire Safety Policy routine review is scheduled for June 2021. The NOF, as a result in a number of changes around fire safety governance and fire safety training, intends to conduct an interim review as part of the fire safety annual work plan for reporting period 20/21.

9. Fire Safety Control Book (FSCB)

The current total of FSCBs issued is 262 covering all NHSL sites.

The FSCB continues to provide a focus and structure to achieve and maintain fire safety compliance. The FSCB provides a coordinated system of management to control and minimise the risk of fire to NHSL Staff, Patients, and Visitors and to minimise the potential effects fire may have on Business Continuity.

The FSCB assists NHSL Managers to have an awareness of the obligations imposed on them by fire safety legislation and regulation and to understand what is required and why. The FSCB is

part of the assurance to the Board that fire safety is being effectively managed across the organisation.

To support Senior Site Responsible Managers with their duties to ensure fire safety compliance, the NOF operates a programme of sample auditing where a minimum of 25% of FSCBs are audited annually by NHSL Fire Safety Advisors. During this reporting period 2019/20, the Fire Safety Annual Work Plan targeted 74 FSCB audits to be completed. This target was met. The FSCB continues to be endorsed by the Enforcing Authority as an example of best practice.

10. Statement of Assurance 2019/20

In accordance with NHSL Fire Safety Policy, Senior Site Responsible Managers are required to submit a Statement of Assurance (S of A) at the end of a reporting period to provide assurance, as far as is reasonably practicable, that fire safety is being managed effectively within the building(s) which they have fire safety responsibility for. This is intended to provide a level of reasonable assurance to the Board with regards to the overall adequacy and effectiveness of fire safety controls applied within NHSL and demonstrate there is due regard to the requirements set out in NHSL Fire Safety Policy.

Fire Safety Assurance is measured using 3 Key Performance Indicators (KPIs),

- KPI 1 Staff attendance at General Fire Safety Awareness Training,
- KPI 2 Staff participation in an Emergency Fire Evacuation Drills,
- KPI 3 The completion of Monthly Fire Safety Inspections.

Fifty-seven, Statements of Assurance were issued to Senior Site Responsible Managers. The statement covers the preceding reporting period 1st April 2019 to 31st March 2020. Assurance was recorded as follows;

- 11 S of A recorded compliance with all three KPIs,
- 15 S of A recorded non-compliance with all three KPIs,
- 15 S of A recorded compliance with KPI 1, KPI 3 and noncompliance with KPI 2,
- 3 S of A recorded compliance with KPI 3 and noncompliance with KPI 1, KPI 2,
- 1 S of A recorded compliance with KPI 1, KPI 2 and noncompliance with KPI 3,
- 1 S of A recorded compliance with KPI 1 and noncompliance with KPI 2, KPI 3,
- 1 S of A recorded compliance with KPI 2, KPI 3 and noncompliance with KPI 1,
- 9 S of A were not returned,
- 1 S of A is not currently required as the premises is not presently occupied by NHSL staff.

Senior Site Responsible Managers are required to form SMART corrective action plans where their Statement of Assurance has recorded below 100% full compliance with Fire Safety KPI's. Senior Site Responsible Managers are required to report on progress on corrective actions plans to Lanarkshire Fire Safety Group.

In the new reporting period 2020/21 it is intended to replace the Annual Statement of Assurance with a quarterly Fire Safety Performance Report to the Corporate Management Team. The reporting methodology has been developed by NHSL Fire Safety Team and is being implemented with immediate effect.

10.1 Comparison Statement of Assurance 2018/19 and 2019/20

Fire Risk Management Statement of Assurance Comparison Reporting Period 2018/19 and 2019/20		
Key Performance Indicator	S of A Compliance 2018/19	S of A Compliance 2019/20
KPI 1 Staff Attendance General Fire Safety Training	18 of 56	25 of 56

KPI 2 Staff Participation Fire Evacuation Drills	16 of 56	11 of 56
KPI 3 Completion of Monthly Fire Safety Inspections	33 of 56	27 of 56

11. SFRS Operation Response to Community Health Centers (CHC)

Health Facilities Scotland (HFS) in March 2020 advised NHS Boards that SFRS had formally advised HFS of their intention to reduce the level of operational attendance to all non-sleeping risk premises as part of their response plan to the COVID 19 Pandemic. This has resulted in the level of operational attendance to all Community Health Centers being reduced from 2 fire appliances to one in the event of an automatic fire alarm activation. With this approach, the number of fire fighters that would initially attend a fire incident at CHC would reduce from circa 10 to 4. SFRS have advised that staff at a CHC would require to confirm by telephone that the cause of a fire alarm activation was an actual fire before they would mobilise a full operational response. This reduction has given cause for concern as PSSD leads considered that the risk assessment methodology used by SFRS to inform their decision to reduce the level of operational response did not fully consider fully the fire risks and other business continuity risks in relation to a Community Health Centre.

The NOF has raised an objection to this reduction with SFRS for the reasons detailed above and NHSL Chief Executive has raised the matter through the NHSS Chief Executives Forum.

12. Annual Fire Safety Work Plan 2020/21

Fire Safety Annual Fire Safety Work Plan 2020/21		
Number	Item	Target Completion Date
1	Provide CMT with regular reports on Fire Safety KPI's	Ongoing
2	Provide NHSL's Fire Safety Group with update reports on Fire Risk Management and compliance progress.	Ongoing
3	Investment needs, to address building and fire safety deficiencies throughout the NHSL Estate, continue to be developed and record on a prioritised risk register, reviewed by NHSL's Fire Safety Group.	31 st March 2021
4	Carry forward continued improvement to the level of Fire Warning and Detection provided across UH Monklands. Overseen by UH Monklands Business Continuity Group	31 st March 2021
5	Continue improvements to Fire Compartmentation in the Ground and Lower Ground Floors UH Monklands. Overseen by UH Monklands Business Continuity Group	31 st March 2021
6	Complete Fire Risk Assessment review programme, with a target of 100 reviews	31 st March 2021
7	Complete programme of Fire Safety Control Book sample audits (minimum sample of 25% of Fire Safety Control Books)	31 st March 2021
8	Continue to deliver a programme of additional fire safety training to Monklands Hospital on behalf of the Director Hospital Services (UH Monklands) focused on the specific challenges of conducting an Emergency Fire Evacuation within the Medical and Surgical Towers.	31 st March 2021
9	Complete a programme of fire evacuation drills, within the three acute hospital sites, North and South Health and Social Care Partnerships areas and Corporate Services, implemented by the Site Responsible Senior Managers to enable each member of staff to participate in a minimum of one drill within the new reporting period 2020/21.	31 st March 2021
10	Conduct an interim review of NHSL Fire Safety Policy and revise accordingly	31 st November 2020
11	Continue to develop partnership working with SFRS North and South Lanarkshire in accordance with the national concordat developed between NHS Scotland and SFRS.	31 st March 2021
12	Review, develop and improve the existing programme for Fire Awareness Training for the Acute Hospital Sites and North and South Health and Social Care Partnerships areas. Present conclusions to NHSL Fire Safety Group for Approval.	31 st October 2020
13	Continue to develop the NHSL/ SFRS, Acute Sites Joint UFAS Reduction Groups	31 st March 2021

14	Conduct a review of selected sections of the Fire Safety Control Book to assess its effectiveness and maintain a process of continual improvement. The intended sections for review (Section 6 Workplace Fire Safety Induction, Section 8 Personal Emergency Evacuation Plans, Section 10 Evacuation Drills.)	31st March 2021
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13. Summary

This report is presented to NHSL Board to provide key information and give assurance that the management of fire risk across NHSL estate is being carried out in a planned and structured manner, with the required reporting arrangements in place via NHSL's Corporate Management Team.

The report identifies those areas where positive improvements have been made in this reporting period 2019/20 and details a number of additional activities planned for 2020/21.

14. Recommendations

NHSL Board are asked to approve and endorse this Annual Fire Safety Report and the managed risks associated with Fire Safety through the scheme of delegation and Fire Safety Policy, as outlined in the report.

15. References

- Fire (Scotland) Act 2005.
- The Fire Safety (Scotland) Regulations 2006.
- Scottish Government Fire Safety Policy for NHS Scotland CEL 11(2011).
- NHS Scotland Firecode Suite of Documents.
- NHSL Fire Safety Policy V10 – June 2018.