# FIRE SAFETY POLICY


| **Author:** | Senior Fire Safety Advisor  
Head of Technical Services |
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<tr>
<td><strong>Responsible Lead Executive Director:</strong></td>
<td>Director of Planning, Property &amp; Performance</td>
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<td><strong>Endorsing Body:</strong></td>
<td>Corporate Management Team</td>
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<td><strong>Governance or Assurance Committee:</strong></td>
<td>NHS Lanarkshire Fire Safety Group</td>
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<tr>
<td><strong>Implementation Date:</strong></td>
<td>June 2018</td>
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<td><strong>Version Number:</strong></td>
<td>10</td>
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<tr>
<td><strong>Review Date:</strong></td>
<td>June 2021</td>
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<td><strong>Responsible Person:</strong></td>
<td>Director PSSD</td>
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<tr>
<td></td>
<td>Senior Fire Advisor PSSD</td>
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<td>Head of Health &amp; Safety (Salus Occupational Health, Safety &amp; Return to Work Service)</td>
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<td>Director of Hospital Services Monklands Hospital</td>
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<td>Director of Hospital Services Hairmyres Hospital</td>
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<td></td>
<td>Head of South Health &amp; Social Care Partnership – (HSCP)</td>
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<td>Amendments to sections 3 &amp; 7 and additional guidance added to Appendix 11 to further clarify responsibilities imposed following introduction of the role of “site responsible person”.</td>
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<td>No updates, Government Fire Policy Document CEL (25) 2008 remains the referred SG Policy as clarification on contracted beds is required from SG. Noted temporary change to Director holding specific responsibility for Fire Safety Provision (No amendment to policy at present)</td>
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<td>Change in name from NHSL Fire Safety Policy and Procedures to NHSL Fire Safety Policy, 1 year to 3 year review period inclusion Terms of Reference and Statement of Assurance Update on stakeholder names Removal of all items which are considered to be procedural based.</td>
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<td>January 2016</td>
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<td>Minor Technical and Editorial amendment’s made to Policy Document. Updated Roles and Responsibilities Removed Terms of Reference and Statement of Assurance, Insertion of 4.5.5 &amp; 4.7.2 Total Site Emergency Evacuation for Inpatient Healthcare Facility</td>
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<tr>
<td>May 2020</td>
<td>K. Torrance</td>
<td>Extended until June 2022 (COVID-19)</td>
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1. INTRODUCTION

The Board recognises that fire is probably the single most significant risk that faces any organisation; it can result in significant loss of life, damage to major assets and result in severe disruption to business continuity.

This Fire Safety Policy document sets out the Boards intent not only to comply with their legal obligations, but to clearly set out the roles, responsibilities and management arrangements to ensure minimum impact of fire on life, the delivery of service, the working environment and property.

NHS Lanarkshire (NHSL) Fire Safety Policy details the objectives in relation to fire of NHS Lanarkshire Board (Board) and the arrangements it has put in place to achieve them, in accordance with the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 and with the mandatory requirements of the CEL11 (2011) Fire Safety Policy for NHS Scotland 2011.

2. AIM, PURPOSE AND OUTCOMES

The Policy of the Board aims to prevent the occurrence of fire in all buildings managed or occupied by the Board and also minimise the impact on life safety, delivery of service, the environment and property.

The purpose of the Policy is to provide a fire risk management framework which will be implemented to protect lives, assets and maintain service provision.

The Board will actively seek to create and maintain a working environment safe from the risks of fire. Through this policy the Board accepts its duties under the Fire (Scotland) Act 2005 and Fire Safety (Scotland) Regulations 2006 and will ensure, so far as is reasonably practicable a safe environment with regard to fire, for all its staff, patients and visitors. The Board will fulfil its duties imposed by the above fire safety legislation and will use NHS Scotland Scottish Heath Technical Memorandum (Firecode) suite of documents and other relevant guidance to bench mark implemented fire risk management measures/procedures to ensure the safety of all persons in the event of fire.

The Board commits to providing the following relevant to fire safety:

- To clarify roles and responsibilities of site based managers and staff;
- create and maintain fire risk assessments of all buildings and specific activities within buildings managed or occupied by the Board;
- identify and implement reasonably practicable control measures to control risks from fire,
- provide suitable information, instruction and training in fire safety to all members of staff;
- develop, document and display suitable managed Emergency Fire Evacuation Procedures for all buildings/areas occupied by NHSL staff;
- regularly test Emergency Fire Evacuation Procedures and other emergency procedures to ensure they remain fit for purpose;
- maintain all emergency and precautionary fire related equipment and installations in accordance with manufactures recommendations or other appropriated guidance or standard;
Fire Safety Policy

- conduct regular fire safety inspections;
- ensure effective liaison and partnership working with the local Fire/Enforcing Authority; and
- have suitable arrangements to allow staff to raise issues of concern related to fire.

The Chief Executive is responsible for ensuring that the Policy and any associated fire risk management procedures are implemented and that all fire related responsibilities are assigned, accepted and fulfilled at all levels.

NHSL Fire Safety Group, Local Fire Safety Groups and managers will support the implementation of the Policy and associated procedures.

The Policy commits all staff to take reasonable steps relative to their role to ensure that they do not place themselves or others at risk from fire, they have responsibility for ensuring that they are familiar with and understand the content of the Policy and associated procedures.

Good relationships and effective communication will be maintained with all staff to ensure that concerns relating to fire risk can be raised and resolved.

3. SCOPE

The Policy applies to all relevant buildings where it has been identified there is a legal duty in relation to fire imposed on the Board and to all NHSL staff or visitors who may resort to said buildings.

The Policy will be implemented throughout all premises occupied or managed by the Board. It shall also apply to the activities of the PFI service providers, other employers, contractors, volunteers and sellers etc, sharing or working on the site to include contractors, volunteers, traders etc.

NHSL take care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the Data Protection Notice on our website at www.nhslanarkshire.scot.nhs.uk or ask a member of staff for a copy of our Data Protection Notice.

3.1 Who is the Policy intended to Benefit or Affect?

This policy covers NHSL healthcare premises.

All grades and disciplines of staff, whether directly employed or working on a contract or locum basis are required to comply with this policy.

3.2 Who are the Stakeholders?

NHSL managers, staff, patients, service users, carers, relatives, visitors, contractors and partner agencies
4. PRINCIPAL CONTENT

4.1 Fire Risk Assessments

The Fire (Scotland) Act 2005 requires that all buildings occupied by NHSL staff or patients, are required to have a Fire Risk Assessment (FRA) in place, up to date and regularly reviewed to ensure that all significant fire risks have been assessed in relation to the applicable regulatory standards. The assessment includes identifying factors that may contribute to the growth or spread of a fire, potential ignition sources, and the adequacy or otherwise of the means of escape provision, and attributing each factor to whom would be at risk.

A Fire Action Plan will be produced and all actions will be prioritised relative to the level of risk to fire safety that they are considered to present. Structural deficiencies and actions will be the responsibility of the Director of PSSD, managerial deficiencies and actions will be the responsibility of the Site Responsible Senior Manager for Fire Safety and the local Ward/Departmental Manager.

The Site Responsible Senior Manager for Fire Safety will ensure that an appropriate action plans are implemented. Building occupants must be provided with relevant information relating to the FRA significant findings, and the measures taken to mitigate any fire risks.

Actions arising from FRAs will be monitored by Local Fire Safety Groups and the NHSL Fire Safety Group, also outstanding management actions will be reported to the Audit Committee.

FRAs will be undertaken by a suitably qualified and trained Fire Risk Assessor.

4.2 Fire Risk Assessment Reviews

All completed FRAs will be subject to a review on a regular basis. The NHSL Senior Fire Advisor will manage the programme of review. The period set between a buildings FRA review, will be depend on the risk level applied to the building.

4.3 Fire Safety Control Book

The Fire Safety Control Book (FSCB) is aimed at assisting Senior and Ward/Department Managers to control and manage fire risk in areas/buildings where they have fire safety responsibility. The FSCB is a comprehensive guide and record log which covers all the requirements for demonstrating compliance with current fire safety legislation.

It is essential that fire risk is managed effectively. The FSCB details specific management roles and responsibilities for all managers designated with fire safety responsibilities by virtue of the Policy.

Site Responsible Senior Manager for Fire Safety will ensure that a suitable number of FSCB holders are in place to adequately control fire safety.
4.4 Statement of Assurance

Site Responsible Senior Manager for Fire Safety will complete annually at the end of the reporting period provide to the Board a statement of assurance that all requirements detailed within the FSCB have been met with regards to;

- Implementation of this Policy;
- the required number of staff participation in fire safety awareness training;
- the required number of staff participation in Emergency Fire Evacuation Drills; and
- completion of comprehensive monthly fire safety audits.

4.5 Emergency Fire Evacuation Procedure

Current fire safety legislation places the responsibility on duty holders to ensure that arrangements are in place for an evacuation of building, if the situation requires it. This responsibility cannot be delegated to the Fire and Rescue Service.

Ward/Department or Building Managers will ensure that an Emergency Fire Evacuation Procedure (EFEP) has been developed to ensure the safe evacuation of all occupants of a building/area when a fire emergency occurs. The EFEP should be prepared to meet the circumstances of individual buildings, ward or department area.

The style of EFEP will be dependent upon the use of building and the building occupancy profile (including staff levels).

It will be the responsibility of the Site Responsible Senior Manager for Fire Safety to ensure that EFEP for the building /areas adequately reflects the individual needs of both the building and its occupants.

4.5.1 Progressive Horizontal Evacuation

The principle of Progressive Horizontal Evacuation (PHE) is that in the event of fire occupants are moved from the fire compartment where a fire has occurred, into an adjoining fire compartment to protect them from the immediate dangers of fire and smoke.

Subject to satisfactory standards of structural fire containment inpatient care areas can adopt a procedure of PHE, which enables occupants to move away from a fire to a place of relative safety whilst remaining inside the building. Occupants can remain here until the fire has been extinguished and the area determined safe or moved further to another similar area or vertically down the building should the fire develop.

4.5.2 Defend in Place

Special arrangements will be necessary in parts of hospitals to protect patients in place where escape is likely to be significantly delayed due to their clinical condition. In these circumstances additional provisions shall be made to delay the requirement to immediately commence with evacuation. The adoption of this procedure will require addition structural and managerial controls to be implemented. The standard required will be determined in each individual case by a specific FRA conducted by NHSL Fire Advisors, considering the condition of the person/s that require protection, the number, capability and training of staff, the standard of existing structural fire safety provision and the guidance contained in NHS Scotland SHTM Firecode.
4.5.3 Immediate Evacuation

Traditionally immediate evacuation is adopted in the majority of buildings; this requires occupants making their own way to a place of safety outside the building immediately upon activation of the fire alarm.

Non inpatient care buildings will operate an immediate evacuation based this principle i.e. an immediate and full evacuation of the building.

4.5.4 Personal Emergency Evacuation Plan

The Personal Emergency Evacuation Plan (PEEP) is to provide people who are unable to evacuate out of a building unaided.

The extent of assistance required will vary per individual but may include mobility issues associated with a physical disability e.g. pregnant person, wheelchair users, visual impairment, dexterity problems, asthma or other breathing of health issues, hearing impairment, orientation disorders, learning difficulties or autism, or mental health problems.

The local manager shall develop a PEEP for a disabled member of staff or regular visitors to the building. The PEEP should be bespoke to the individual’s needs and developed in conjunction with the EFEP for the building.

The provision of access into a building for disabled people requires to be matched with suitable arrangements to allow their safe evacuation in the event of fire. The evacuation of a disabled person in the event of fire where mobility is impaired requires preplanning and consideration to what assistance they may require.

Site Responsible Senior Manager for Fire Safety must ensure impaired mobility persons are considered when Emergency Fire Evacuation Procedure (EFEP) is developed,

The evacuation of impaired mobility persons must not rely upon the intervention of the Fire and Rescue Service.

4.5.5 Total Site Emergency Evacuation for Inpatient Healthcare Facility

Site Responsible Senior Manager for Fire Safety for inpatient healthcare facilities shall develop a Total Site Emergency Evacuation procedure (TSEE) in addition to the PHE procedures. The TSEE is to be bespoke to their individual site(s) and developed in conjunction with the other emergency services (Fire and Rescue Service, Police Scotland and Scottish Ambulance Service).

The nature of the incident may necessitate a total evacuation of an inpatient healthcare facility which may instigate the Hospital Major Incident Plan.

4.6 Fire Safety Training

A programme of fire safety training will be provided to meet the training needs of all staff and satisfy the requirements of current fire safety legislation.
4.6.1 General Fire Safety Awareness Training

All staff will undertake General Fire Safety Awareness Training on induction and annually thereafter.

A programme of General Fire Safety Awareness Training will be provided at all NHSL sites on a regular basis along with an online General Fire Safety Awareness Training programme.

A record of General Fire Safety Awareness Training will be recorded in the FSCB. The names of individual staff participating in training will recorded on the central training database.

4.6.2 Fire Safety Induction Training

Fire Safety Training will be included as part of the Corporate Induction Programme. In addition to the Corporate Induction Programme, local managers will be required to provide all staff with a local fire safety induction for local arrangements on their first day in the work place at the commencement of shift. The local induction will include bank and other temporary staff. Where a member of staff returns to work following a period of absence of more than 6 months they will require to undertake a local fire safety induction.

A record of Local Fire Safety Induction Training will be recorded in the FSCB under section Specific Fire Safety Awareness Training. The names of individual staff participating in the Corporate Induction Programme will recorded on the central training database.

4.6.3 Specific/Specialised Fire Safety Awareness Training

Specific/Specialised Fire Safety Awareness training for managers and other staff holding specific duties relative to fire will be provided by NHSL Fire Safety Team. Identified staff will require to undertake this training at frequencies specified. A record of Specific/Specialised Fire Safety Awareness Training will be recorded in the FSCB under section Specific Fire Safety Awareness Training. The names of individual staff participating in Specific/Specialised Fire Safety Awareness Training will recorded on the central training database.

4.7 Emergency Fire Evacuations

4.7.1 Emergency Fire Evacuation Drills (Drills)

All members of staff will participate in at least one Drill annually to ensure they fully understand the procedures to adopt in the event of fire.

A sufficient number of Drills will be facilitated by local managers and up to date record maintained to allow the above.

In non-clinical areas the Drill will involve a full evacuation of the building and the alarm being sounded without notice.

In clinical areas one of the formats detailed within section 10 of the FSCB should be used to test Emergency Fire Evacuation Procedures which will not involve the evacuation of patients.
Fire Safety Policy

A record of a drill will be recorded in the FSCB under section Specific Fire Safety Awareness Training. The names of individual staff participating in a drill will recorded on NHSL central database.

All fire drills should be debriefed and all participants informed of any deficiencies in required standards and the record of debrief kept using form within FSCB.

4.7.2 Total Site Emergency Evacuation for Inpatient Healthcare Facility

It is the responsibility of the Site Responsible Senior Manager for Fire Safety and the Site Senior Management Team to ensure the TSEE procedure is share with staff, tested and updated dependent on changes in practice or service within the hospital.

The review will take into consideration any actions arising from the evaluation of any incidents or exercises and not exceeding two years.

4.8 Routine Inspection and Maintenance of Fire Safety Installations

It is essential as part of the fire risk management process that fire safety equipment (including passive fire protection provision) is inspected and tested on a regular basis. Although a routine of informal inspections are conducted by nominated personnel in accordance with the requirements of the FSCB. Formal testing and maintenance by suitably qualified persons requires to be conducted to a standard and frequency as determined by the relevant standard or manufacturers recommendations.

The Head of Maintenance will be responsible for coordinating a programme of regular testing and maintenance of all fire safety equipment to ensure all fire safety equipment remains fully operational and fit for purpose and compliant with relevant standards.

4.9 Unwanted Fire Alarm Signals

The Board recognises the disruption caused to patients, staff, operational efficiency, Fire and Rescue Service and the wider community by Unwanted Fire Alarm Signals (UFAS) and is committed to minimise such activations so far as is reasonably practicable. It also recognises that the large and complex fire alarm and detection systems which protect NHSL buildings will on occasions develop faults that may cause UFAS.

In order to reduce the number of UFAS experienced by NHSL. The Board will maintain a “zero tolerance” approach to UFAS where staff activity has caused or contributed to the activation. The senior staff member in charge at the time of fire alarm activation must carry out an investigation to establish the cause of the fire alarm activation and implement suitable corrective action to avoid a reoccurrence.

The senior staff member in charge at the time of fire alarm activation must record the cause and other relevant circumstances of the activation on the Datix Data System.

4.10 Fire Incidents

All fire incidents, and injuries caused by fires, which occur in NHSL buildings must be reported using the Datix Data System as soon as practicable after the incident has occurred.

In the event of an actual fire, the Senior Fire Advisor must be notified as soon as possible.
Fire Safety Policy

Should a fire incident involve fatalities, serious injury, closure and or significant damage to any NHSL facilities, the Nominated Officer Fire, Senior Site Responsible Manager for Fire Safety and the Senior Fire Safety Advisor must be notified as soon as possible.

Should the circumstances of any fire incident impact on normal service provision the Senior Site Responsible Manager for Fire Safety will decide if it is necessary to implement the Major Incident Plan.

The Senior Fire Advisor will determine if an actual fire should be recorded as a fire of significant interest and arrange for any necessary subsequent investigation and reporting procedures to be implemented.

The Nominated Officer Fire will determine if any fire incident meets the criterion which requires it to be reported to Scottish Government.

4.11 Fire Response Team

Site Responsible Senior Manager for Fire Safety will develop and implement suitable procedures for all buildings under their control to ensure that an adequate and timely response by key identified personnel is made to the location of a fire incident on all occasions.

In the event of a fire incident key staff will undertake designated duties in accordance with the procedure adopted for the particular building.

Suitable arrangements must be in place that allows the Fire Response Team to be alerted to respond immediately on the activation of the fire alarm system. The team must be adequately resourced in order to provide suitable management and coordination of the incident and additional assistance to local staff as considered necessary.

4.12 Shared Premises

Where NHSL share premises with another occupier, each occupier will be responsible for managing fire safety within the area(s) they occupy. NHSL will make formal arrangements to agree individual organisational responsibilities, share appropriate information relating to fire risks, emergency fire evacuation procedures, staff fire safety training etc.

Responsibilities for fire risk management in common areas will be agreed as part of the formal arrangements. NHSL will discharge their responsibilities in multi occupied premises through the terms of lease for the premises. Each occupier is required by statute to cooperate fully with the other to ensure that fire safety measures are not compromised.

The Nominated Officer Fire by prior agreement may make suitable arrangements for NHSL Fire Advisors to conduct and review FRAs for areas occupied by another occupier.

4.13 Leased/Rented Premises

Before buildings (or any part thereof) are leased or rented; appropriate checks must be made by the Board that appropriate systems for fire are in place and maintained:

- Fire alarm system;
- Emergency lighting;
- Fire fighting equipment;
- Fire doors (current standards or older standard upgraded to meet current compliance);
• Fire stopping where applicable; and
• Plus a copy of the building/premises fire risk assessment and shared fire risk assessment of other occupiers.

Prior to any building being leased by the Board, in order to save unnecessary costs of upgrading a newly leased building, the fire safety advisers must be informed so that fire safety questions can be raised. It is advised that a fire safety adviser visits any proposed premises prior to any lease being formalised.

4.14 Franchise Operations

Particular areas of NHSL premises are designated for commercial use and are leased and occupied by a third party for this purpose.

These areas will be subjected to the same level of Fire Risk Management applied to the building in which they are located. The organisation occupying these must ensure that;

• All staff working in the areas participates in NHSL General Fire Safety Training or suitable alternative at frequencies mandated by the Policy;
• All staff working in the areas participates in an Emergency Fire Evacuation Drill at frequencies mandated by the Policy;
• Carry out a FRA for the area occupied and produce an action plan for the FRA findings;
• Provided a copy of FRA, findings and action plan to NHSL Senior Fire Safety Advisor.

4.15 Liaison with the Fire & Rescue Service

The Nominated Officer Fire and the Senior Fire Safety Advisor on behalf of the Board will act as the primary liaison and contact with Scottish Fire & Rescue Service (SFRS).

Review meetings will be convened with SFRS on a regular basis minimum of quarterly to review progress relating to fire risk management and compliance by NHSL.

Fire Safety Audits and other visits conducted by SFRS will be facilitated and co-ordinated by a member of the NHSL Fire Safety Team.

4.16 Smoking

Smoking is considered to present a significant fire risk and is controlled by no smoking legislation which prohibits smoking inside any public building and NHSL. No Smoking Policy which prohibits people from smoking anywhere inside NHS Lanarkshire premises or within the grounds – including areas around hospital and health centre entrances and car parks.

4.17 Means for Fighting Fire

In accordance with the fire safety legislation adequate provision and distribution of fire extinguishers is provided in all NHSL buildings. Despite this provision all members of staff are encouraged in the event of fire to concentrate on the safe evacuation of themselves and the evacuation of persons under their control.

The use of fire extinguishers generally will be covered by fire safety awareness training. All members of staff also will be responsible for familiarising themselves with the position and operation of fire extinguishers located within their area of work.
4.18 Fire Compartmentation

Where it will be necessary to breach a fire compartmentation barrier during any building works a permit to work must be requested from the Maintenance Services. Formal confirmation should be provided to the Maintenance Services on completion of works that fire compartmentation has been reinstated to the required standard.

4.19 Cooking

Cooking is considered to present a significant fire risk. Burnt Food also accounts for a large percentage of the UFAS experienced annually by NHSL. In recognition of this fire risk, cooking will be restricted to designated areas only.

In specific circumstances Senior Site Responsible Manager for Fire Safety may make an exception to this requirement provided the activity is the subject of a specific FRA carried out by NHSL Fire Advisors.

5. ROLES AND RESPONSIBILITIES

5.1 Fire Safety Group Governance and Management Reporting Structure

The governance and management structure detailed in the flowchart in appendix 1 to this policy will be adopted for ensuring that all fire risk management issues are dealt with adequately and appropriately throughout the NHSL Board Area.

5.2 NHSL Staff

All staff, including staff from partner organisations have a duty to co-operate with NHSL management to ensure the workplace is safe from fire. They must not do anything which may place themselves or others at risk. Every employee has an individual responsibility to comply with all fire risk management procedures to mitigate the risk from fire. In particular they must:

• Familiarise themselves with the Policy and any associated fire risk management procedures;
• under take Fire Safety Training at least once annually;
• participate in Emergency Fire Evacuation Drills at least once annually, know the correct action to take in the event of fire; and
• report deficiencies in fire safety to their Line Managers.

5.3 NHSL Board

The Board will promote and maintain a comprehensive management structure for fire risk management, as detailed within the Scottish Government current fire safety policy.

The Board has overall accountability for all the activities of NHSL, which includes fire safety. The Board will ensure assurance that all statutory fire safety duties and other mandatory requirements of Scottish Government current Fire Safety Policy are being complied with.

The Board will also ensure that sufficient resources are provided to ensure compliance with the aforementioned statutory and mandatory requirements.

The Board will discharge all its statutory fire safety the duties through NHSL Chief Executive.
5.4 Chief Executive

The Chief Executive will, on behalf of the Board, be overall responsible for ensuring that all statutory fire safety duties and mandatory requirements are achieved in all buildings managed or occupied by the Board.

The Chief Executive shall delegate the day to day operational responsibility for fire safety through the Site Directors and Ward/Department Managers.

The Chief Executive shall appoint an Executive Director who will assume the executive lead for fire safety.

5.5 Executive Lead for Fire Safety

The Director of Planning, Property and Performance is appointed by the Chief Executive, as the Executive Lead for Fire Safety will be responsible for the overall strategic management of fire risk and for championing fire safety at Board level and shall ensure:

- The Board are kept informed of all matters relating to Fire Safety;
- a clearly defined Fire Safety Policy and Risk Management procedures are in place;
- the appointment of a Nominated Officer Fire;
- all necessary support to the Nominated Officer Fire is given;
- the appropriate training has been undertaken to allow the fulfilment of the role; and
- report when appropriate and annually to the Board all matters relating to Fire Safety, Fire Risk Management Performance and strategic fire safety issues.

5.6 Nominated Officer Fire

The Director of Property Support Services Division is appointed by the Chief Executive as NHSL Nominated Officer Fire (NOF). The NOF will maintain a strategic overview of fire risk management planning and development. In particular the NOF will:

- Monitor the development fire safety policy and procedures;
- monitor the provision of fire safety equipment;
- consider issues which may affect fire safety compliance;
- liaise with the Senior Fire Safety Advisor on all aspects relating to fire risk management;
- receive reports on fire incidences, fire management performance and implement action as considered appropriate;
- keep the Executive Lead for Fire Safety informed regarding fire risk management as considered appropriate; and
- produce an Annual Fire Safety Report on behalf of the Executive Lead for Fire Safety.

The NOF shall not be responsible for the local site management of fire safety and associated staff management. This will be the responsibility of the Site Responsible Senior Manager for Fire Safety.
5.7 NHSL Senior Management

All NHSL senior management will ensure that all staff under their control are aware of the requirements of this policy and ensure that they participate in Fire Safety Training, Emergency Fire Evacuation Drills annually (at least once a year) and identify specialised fire safety training relative to the role.

Senior Site Managers with fire safety responsibility must ensure disabled persons are considered when Emergency Fire Evacuation Plan (EFEP) is developed.

5.8 Site Responsible Senior Manager for Fire Safety

The main responsibility of the Site Responsible Senior Manager for Fire Safety is to ensure that suitable fire management measures have been implemented and that all staff is made fully aware of them (including carrying out adequate drills, training and reporting these through the NHSL central data base. For example in acute sites this will be the Site Director and in Health and Social Care Partnerships sites, it will be the senior Integrated Health and Social Care Manager for the site’s operation.

The Site Responsible Senior Manager for Fire Safety may designate other members of staff under their control to assist carrying out their responsibilities.

The Site Responsible Senior Manager for Fire Safety must ensure that an adequate number of FSCB holders have been appointed and arrangements are place to ensure the requirements of the FSCB are being carried out including:

- Daily visual checks;
- monthly comprehensive checks;
- emergency fire evacuation drills; and
- general fire safety awareness training.

The Site Responsible Senior Manager for Fire Safety will provide on an annual basis a statement of assurance to the Board to confirm that the above requirements of the FSCB have been complied with by all staff under their control relative to fire safety.

5.9 Ward Managers / Heads of Department

Ward Managers and Heads of Department are responsible for the overall management of fire risks within buildings/ areas which they are responsible for and must ensure that the Policy and associated fire risk management procedures are at all times;

- brought to the attention of staff under their control and
- fully implemented locally;

That;

- all staff under their control undertake fire safety training;
- participates in at least one Emergency Fire Evacuation Drill a year; and
- the requirements of the FSCB are complied with.

5.10 Senior Fire Safety Advisor

The Senior Fire Safety Advisor provides technical knowledge, training, guidance and advice relating to all aspects of Fire Safety. They are responsible for;
Fire Safety Policy

- liaising with, and supporting, the Nominated Officer (Fire), providing technical support in the interpretation of the statutory and mandatory requirements for NHSL and ensuring that the Nominated Officer (Fire) is informed of all fire related activities within the Board;

- ensuring all areas have a current fire risk assessment and that this is reviewed once every two years, or after a fire incident or significant change of function or physical layout;

- provide guidance, including recommending priorities for improvements identified as a result of the Fire Risk Assessment non-compliance;

- liaise and co-operate with external agencies including planning and design teams, Local Authority Building Control Departments and the Fire Authorities, and represent the interests of NHSL on the fire safety aspects of design;

- support the development of the fire strategy in relevant premises including providing ad hoc input to the design and development of new premises (where required) or refurbishment or redesign;

- provide advice on the appropriate Fire Safety measures during the design of premises or renovations, maintaining records of the process;

- investigating all fire alarm activations to determine the cause; and

- investigate all fire incidents and producing a root cause analysis report to be circulated to the Nominated Officer (Fire). Co-operate with Police, Fire or Health and Safety Executive authorities as appropriate and ensure that all serious fire incidents are reported promptly to the Nominated Officer (Fire) and NHS Scotland Health Department as defined within the Fire Safety Policy for NHSScotland.

5.11 Fire Safety Advisors

The Fire Safety Advisors provide technical knowledge, training, guidance and advice relating to all aspects of Fire Safety. They are responsible for:

- providing training advice and preparing and presenting training programmes as per the training matrix;

- recording attendance at fire safety training electronically via the NHSL central training database and retain the paper copies of the training records for a period of three years;

- Monitoring and evaluating training, fire drills, and exercises (in conjunction with the duty holder/s) and witness the effectiveness (or otherwise) of the drills, recording their occurrence centrally;

- liaise and co-operate with external agencies including planning and design teams, Local Authority Building Control Departments and the Fire Authorities, and represent the interests of NHSL on the fire safety aspects of design;

- support the development of the fire strategy in relevant premises including providing ad hoc input to the design and development of new premises (where required) or refurbishment or redesign;

- provide advice on the appropriate Fire Safety measures during the design of premises or renovations, maintaining records of the process;

- reviewing the Monthly Fire Safety Audits with the Site Facilities Manager, making recommendations as appropriate;
Fire Safety Policy

• prepare, carry out and record Fire Risk Assessments on Fire Manager;
• advising upon suitable and adequate provision of fire fighting equipment, signs and notices, and ensuring that all fire fighting equipment is appropriately maintained in consultation with Senior Site Responsible Managers for Fire Safety; and
• liaise with contractors on site via the Property, Capital, Maintenances Departments and Heads of Service to ensure that all work carried out on site has the appropriate risk assessments in place to prevent unnecessary risks and to ensure contractors comply with the statutory and mandatory obligations of NHSL.

5.12 Director of Property Support Services Division

The Director of Property Support Services Division must ensure:

• That all structural fire safety issues are brought to the attention of the Board by keeping the Executive Lead for Fire Safety informed;
• develop programmes of work relating to fire risk management, for consideration as part of the annual planning process; and
• that agreed programmes of investment for the improvement of structural fire precautions are properly scoped in the Annual Capital Programme.

5.13 Deputy Director of Projects, Compliance and PFI

The Deputy Director of Projects, Compliance and PFI will ensure that:

• All capital works in new NHSL buildings will be carried out in accordance with the Building (Scotland) Regulations and in accordance with fire safety legislation and all relevant guidance and standards including current SHTM Fire Code suite of documents were appropriate; and
• all proposals, for new buildings and alterations to existing buildings, will be referred to the Senior Fire Safety Advisor for consideration and comment.

5.14 Deputy Director of Support Services (PSSD)

The Deputy Director of Support Services will assist the Director of Property Support Services Division in the delivery of;

• programmes of work relating to fire risk management, for consideration as part of the annual planning process and
• agreeing programmes of investment for the improvement of structural fire precautions are properly scoped in the annual programme and

Also liaising with, and supporting, the Nominated Officer (Fire), providing technical support in the interpretation of the statutory and mandatory requirements for NHSL and ensuring that the Nominated Officer (Fire) is informed of all fire related activities within the Board;

The Deputy Director of Support Services will assist Site Responsible Senior Manager for Fire Safety and chair NHSL Fire Safety Sub-Group
5.15 Head of Maintenance Services

The Head of Maintenance Services must ensure that there is a robust programme for the testing and maintenance of:

- Fire warning and detection systems;
- testing and maintenance of fire fighting equipment;
- emergency and escape lighting;
- testing of electrical equipment and periodic testing of fixed installation;
- inspection and maintenance of fire doors; and
- the management of any sub contractor’s in relation to compliance with this policy.

Also liaising with, and supporting, the Nominated Officer (Fire), providing technical support in the interpretation of the statutory and mandatory requirements for NHSL and ensuring that the Nominated Officer (Fire) is informed of all fire related activities within the Board;

5.16 Fire Safety Management Structure and Governance

Fire Safety will be reported through Fire Safety Management Structure set out in Appendix 1 and is monitored through the NHSL Fire Safety Group Governance as Appendix 2.

NHSL Audit Committee will receive annual report providing a comprehensive overview of Fire Risk Management Performance from the chair of NHSL Fire Safety Group.

NHSL Fire Safety Group and Local Fire Safety Groups will meet quarterly to review all fire safety matters.

5.17 Contractors

Contractors appointed to undertake work in NHSL buildings are required to comply with the requirements of The Policy and any relevant associated procedures. NHSL have a duty to afford contractors the same level of protection from fire as any other visitor or member of staff. Also contractors have the same duty under current fire safety legislation as NHSL staff not to create any risk from fire.

The manager and department responsible for arranging any contract work must ensure that the contractor is advised of this policy and relevant associated procedures and the requirement to comply with them. There must also be adequate supervision of contract work to ensure compliance as far as is reasonably practical. As constant supervision will not be possible, local managers should be vigilant of contractor’s activity when this takes place in an area under their and report any matters of concern to the Property Support Services Division (PSSD) responsible manager.

When contractors are working within a NHSL premise it will be the responsibility of the PSSD manager with the overall responsibility for the works undertaken by them, to ensure the appropriate level of fire risk management control is incorporated within any work schedule, contract agreement or risk assessment and where such works are likely to impact on the existing fire safety provision the NHSL Senior Fire Safety Advisor must be consulted.

Contractors must be briefed of the Emergency Fire Evacuation Procedure applicable to the area where work is being conducted. Should work involve the application of a naked flame or other heat source that presents a risk from fire a “Hot Work Permit” will require to be issued.
6. RESOURCE IMPLICATIONS

There are no significant resource implications associated with the policy.

7. COMMUNICATION PLAN

This Policy will be launched using the weekly staff briefing and will be a standing agenda item at all Fire Safety Group meetings.

8. QUALITY IMPROVEMENT – Monitoring and Review

This policy will be reviewed as required by Lanarkshire Fire Safety Group in order that changes to legislation, national policy or other guidance, NHSL management structure, healthcare provision, procedures or any other matters that impact on fire risk management can be taken into account. Regardless the policy will be reviewed every 3 years.

9. EQUALITY AND DIVERSITY IMPACT ASSESSMENT

This policy meets NHS Lanarkshire’s EDIA.

10. SUMMARY or FREQUENTLY ASKED QUESTIONS (FAQs)

N/A

11. REFERENCES

1. The Fire (Scotland) Act 2005
2. Fire Safety (Scotland) Regulations 2006
3. The Building (Scotland) Regulations 2004
4. The Building (Scotland) Act 2003
7. SHTM 81 Part 1: Fire precaution in new healthcare premises
8. SHTM 81 Part 2: Guidance on the fire engineering of healthcare premises,
9. SHTM 81 Part 3: Atria in healthcare premises,
10. SHTM 82: Alarm and detection systems,
11. SHTM 83: Fire safety in healthcare premises: General fire precautions,
12. SHTM 85: Fire precautions in existing hospitals,
13. SHTM 86: Fire risk assessment
14. SHTM 87: Textiles and furniture,
15. SFPN 3: Escape bed lifts,
16. SFPN 4: Hospital main kitchens,
17. SFPN 5: Commercial Enterprises on Hospital Premises
18. SFPN 6: The prevention and control of deliberate fire-raising in NHS healthcare premises
19. SFPN 10: Laboratories on Hospital premises
20. SFPN11: Reducing unwanted fire signals in healthcare premises
12. APPENDICES

Appendix 1
Fire Safety Management Structure

NHSL Board

Chief Executive – Duty Holder

Director of Planning, Property & Performance – Executive Lead for Fire Safety

Directors

Corporate Management Team

NHSL Fire Safety Group

Director PSSD – Nominated Officer Fire
Chair of NHSL Fire Safety Group

Deputy Director of Support Services

Deputy Director of Projects, Compliance and PFI

Site Directors/General Manager
Site Responsible Senior Manager for Fire Safety

Local Fire Safety Group

Head of Maintenance Services

Senior Fire Safety Advisors

Ward/Departmental Managers

Operational

Maintenance Managers

Fire Safety Advisors

Fire Control Book Holders

Frontline Staff

Frontline Staff

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Appendix 2
NHSL Fire Safety Group Governance

NHS Lanarkshire Board

Corporate Management Team

NHS Lanarkshire Fire Safety Group

Audit Committee

North & South Health and Social Care Partnership

3No Acute Fire Safety Group
- Hairmyres DGH
- Wishaw DGH
- Monklands DGH

14 Beckford Street
SALUS Health, Safety & Fire Operational Group
- Fire Safety Group

Fire Safety Group
- Kirklands HQ
- Law House