NHS
North East and North Cumbria

Corporate	ICBP017 - Fire Safety Policy

Version Number	Date Issued	Review Date
V1	July 2022	July 2024

Prepared By:	Senior Governance Manager, North of England Commissioning Support Unit.
Consultation Process:	ICS Integrated Governance Workstream
Formally Approved:	July 2022
Approved By:	ICB Board

EQUALITY IMPACT ASSESSMENT

Date	Issues
March 2022	None identified.

POLICY VALIDITY STATEMENT
Policy users should ensure that they are consulting the currently valid version of the documentation. The policy will remain valid, including during its period of review. However, the policy must be reviewed at least once in every 3-year period.

ACCESSIBLE INFORMATION STANDARDS
If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact NECSU.comms@nhs.net

Version Control

Version	Release Date	Author	Update comments
1.0	July 2022	Senior Governance Manager, NECS	First Issue

Approval

Role	Name	Date
Approver	ICB Board	July 2022

Contents

1. Introduction

1.1 For the purposes of this policy the NHS Integrated Care Board will be referred to as "the ICB".

1.2 The ICB recognises it has a statutory duty towards the safety of its employees and others working in or visiting its premises, including contractors and visitors who might be subject to fire risk.

1.3 The main statutory requirements are found in the Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work Act 1974, Management of Health and Safety Regulations 1992. The ICB will also comply with current Department of Health Policy on fire precautions as set out in the 'Firecode'.

1.4 This document sets out the ICB's approach to minimising the incidence of fire within its premises and the impact of fire on life safety, delivery of service, the environment and property. It applies to all ICB staff, functions, actions and services.

1.5 The purpose of the policy is to ensure that on all sites:

- The risk of fire will be reduced through good housekeeping measures being implemented throughout the ICB, raising staff fire safety awareness, fire training, appointing fire wardens and carrying out fire risk assessments.

- Trained personnel will respond to fire alarm calls. They will take initial control of fire procedures with regard to the safety of visitors, staff and premises.

- The ICB has in place appropriate fire response and control measures, and fire alarm incidents are recorded, monitored and managed in order to minimise the number of incidents over time.

2. Definitions

1.1 Nominated Officer of Fire is the most senior person on site who will take charge in the event of an emergency.

1.2 Fire Warden is the appointed person who will assist with the safe evacuation of premises and who may also be asked to undertake other specific site-related fire duties.

3. Policy for Fire Safety

The Secretary of State for Health has mandated that all NHS organisations:

- have a clearly defined Fire Safety Policy covering all buildings they occupy.
- comply with legislation.
- nominate a board level executive accountable to the accountable officer for fire safety.
- nominate a Fire Safety Manager to take the lead on all fire safety activities.
- implement fire safety precautions through a risk management approach.
- comply with monitoring and reporting mechanisms appropriate to the management of fire safety.
- develop partnerships initiatives with other agencies and bodies in the provision of fire safety.

3.1 Fire Risk Assessments

3.1.1 In order to comply with statutory requirements Fire Risk Assessments will be carried out for all ICB premises. To achieve this outcome a 'Fire Risk Assessment' form must be completed to identify all fire risks and where a risk cannot be removed, to indicate what control measures have been implemented to reduce the risk to an acceptable level.

3.1.2 Where an individual risk cannot be reduced to an acceptable level, the risk should be added to the risk register.

3.1.3 The Fire Risk Assessment form and other supporting documentation must be kept in the relevant premises and be available for inspection by external auditors and the Fire and Rescue Service. A copy will be kept by the CSU for review purposes.

3.2 Fire Training

3.2.1 Suitable and relevant training will be provided for all staff. This will be achieved by induction training for all new staff and also regular specific fire training as set out in the Statutory and Mandatory Training requirements. Fire warden training will also be provided where appropriate.

3.2.2 Managers must ensure that practice fire drills intended to test communications, staff reaction and the effectiveness of training will be carried out at regular intervals in all ICB premises (at least once annually). The ICB will be provided with a copy of drill details and actions for record purposes.

3.3 Arson Prevention and Control

3.3.1 The ICB will comply with the Fire Practice Note 6 "Arson Prevention and Control in NHS Health Care premises" issued under Firecode, but will consider other related guidance that may be published over time.

3.4 Fire Precaution Schemes

3.4.1 The Governance Manager Health and Safety from the CSU in consultation with NHS Property Services, Landlords and the ICB will identify on-going measures needed to improve standards in fire precautions. This will be added to on-going programmes of work.

3.5 Unwanted Fire Signals (False Alarms)

3.5.1 The NHS has imposed a duty on NHS organisations to reduce the number of false alarm calls to the Fire & Rescue Service. In order to achieve this requirement a fire alarm activation will be investigated to determine if the alarm is an actual fire or a false alarm. If it is discovered to be a false alarm the Fire and Rescue Service would be informed of this.

3.5.2 Given the disruption of any false alarm, whether the Fire and Rescue Services has been called or not, it is incumbent on all staff to ensure that the principles of good fire safety housekeeping are followed and that it is reported as an Incident on the relevant reporting system.

3.6 Fire Risk Assessment for Furniture, Furnishings and Apparel

3.6.1 The ICB must comply with Firecode HTM05-03 regarding furniture, furnishings and apparel.

4. Implementation

4.1 This policy will be available to all staff for use.

4.2 All managers are responsible for ensuring that relevant staff within the ICB have read and understood this document and are competent to carry out their duties in accordance with the procedures described.

4.3 On the first day of employment to either the organisation or the department, each new member of staff will receive a local induction from their line manager which will include a walk-through of the following fire safety points:

- Actions to be taken on discovering a fire.
- Actions to be taken on hearing the fire alarm.
- The location of the nearest fire alarm break glass call points.
- The location of the nearest fire exit.
- The location and type of the nearest fire extinguisher.

- The location of assembly points.

5. Training Implications

5.1 The sponsoring Executive will ensure that the necessary training or education needs and methods required to implement the policy or procedure(s) are identified and resourced or built into the delivery planning process. This may include identification of external training providers or development of an internal training process.

5.2 It is mandatory for all ICB employees to undertake fire safety training sessions as per mandatory training requirements.

5.3 All Fire Wardens are required to attend a Fire Warden training session and any refresher training deemed necessary.

6. Related Documents

6.1 Other related policy documents

- Health and Safety Policy
- Incident Reporting and Management Policy
- Health, Safety Strategy.

6.2 Legislation and statutory requirements

- Cabinet Office (1974) *Health and Safety at Work Act 1974*. London. HMSO.
  General duties of employers and employees.

- Cabinet Office (1998) *Human Rights Act 1998.* London. HMSO
  Rights and freedoms protected under the European Convention on Human Rights.

- Cabinet Office (2000) *Freedom of Information Act 2000.* London. HMSO
  ICB policies and procedures are subject to disclosure under the Freedom of Information Act 2000 (FOI). From January 2005 the Act allows anyone, anywhere to ask for information held by organisations, although some information, such as patient identifiable information, is exempt.

- Cabinet Office (2006) *Equality Act 2006.* London. HMSO
  Provisions relating to Human Rights and discrimination on grounds of race, religion or belief sexual orientation; sex; amends the Disability Discrimination Act 1995.

- Cabinet Office (2007) *Corporate Manslaughter and Corporate Homicide Act 2007.* London. HMSO

Enables the prosecution of companies and other organisations where there has been a gross failing throughout the organisation in the management of health and safety with fatal consequences.

- Cabinet Office (2008) *Health & Safety Offences Act 2008.* London. HMSO Amends Section 33 (Prosecutions for criminal offences) of the Health and Safety at Work Act 1974.

- Management of Health & Safety At Work Regulations 1999
Generally make more explicit what employers are required to do to manage health and safety under the Health and Safety at Work Act. Requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

- Regulatory Reform (Fire Safety) Order 2005
Requires a fire safety risk assessment to be carried out and that reasonable steps be taken to reduce the risk from fire and ensure occupants can safely escape if a fire does occur.

6.3 Best practice recommendations

- Department of Health "Records Management: NHS Code of Practice" 2006.

- NHS Litigation Authority "Standard for Primary Care Trusts": guidance on minimum policy and procedure requirements.

- Firecode – Department of Health (NHS Estates) Management of Fire Safety in Healthcare (Firecode consists of a number of Health Technical Memoranda (HTM) which consider policy, technical guidance and specialist aspects of fire precautions)

7. Monitoring, Review and Archiving

7.1 Monitoring

The ICB Board will agree a method for monitoring the dissemination and implementation of this policy. Monitoring information will be recorded in the policy database.

7.2 Review

7.2.1 The ICB Board will ensure that this policy document is reviewed in accordance with the timescale specified at the time of approval. No policy or procedure will remain operational for a period exceeding three years without a review taking place.

7.2.2 Staff who become aware of any change including legislative change, which may affect a policy should advise their line manager as soon as possible. The Executive Director or nominated deputy will then consider the need to review the policy or procedure outside of the agreed timescale for revision.

7.2.3 For ease of reference for reviewers or approval bodies, changes should be noted in the 'version control' table on the second page of this document.

NB: If the review consists of a change to an appendix or procedure document, approval may be given by the Executive Director of nominated deputy and a revised document may be issued. Review to the main body of the policy must always follow the original approval process.

7.3 Archiving

The ICB Board will ensure that archived copies of superseded policy documents are retained in accordance with Records Management: NHS Code of Practice 2021.

8.   Equality Impact Assessment

Initial Screening Assessment (STEP 1)

As a public body organisation we need to ensure that all our current and proposed strategies, policies, services and functions, have given proper consideration to equality, diversity and inclusion, do not aid barriers to access or generate discrimination against any protected groups under the Equality Act 2010 (Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion/Belief, Sex, Sexual Orientation, Marriage and Civil Partnership).

This screening determines relevance for all new and revised strategies, policies, projects, service reviews and functions.

Completed at the earliest opportunity it will help to determine:
- The relevance of proposals and decisions to equality, diversity, cohesion and integration.
- Whether or not equality and diversity is being/has already been considered for due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED).
- Whether or not it is necessary to carry out a full Equality Impact Assessment.

Name(s) and role(s) of person completing this assessment:

Name: Lee Crowe
Job Title: Governance Manager, H&S, Fire, Security
Organisation: NECS

Title of the service/project or policy: Fire Safety policy

Is this a;
Strategy / Policy ☒ **Service Review** ☐   **Project** ☐
Other Click here to enter text.

What are the aim(s) and objectives of the service, project or policy:
The aim of the policy is to ensure the ICB considers Fire Safety along with its other business objectives and to ensure that the ICB follows the details stipulated within the Regulatory Reform Order (Fire Safety) 2005.

Who will the project/service /policy / decision impact?
(Consider the actual and potential impact)
- **Staff** ☒
- **Service User / Patients** ☐
- **Other Public Sector Organisations** ☐
- **Voluntary / Community groups / Trade Unions** ☐
- **Others, please specify** Click here to enter text.

Questions	Yes	No
Could there be an existing or potential negative impact on any of the protected characteristic groups?	☐	☒
Has there been or likely to be any staff/patient/public concerns?	☐	☒
Could this piece of work affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	☐	☒
Could this piece of work affect the workforce or employment practices?	☐	☒
Does the piece of work involve or have a negative impact on: - Eliminating unlawful discrimination, victimisation and harassment - Advancing quality of opportunity - Fostering good relations between protected and non-protected groups in either the workforce or community	☐	☒

If you have answered no to the above and conclude that there will not be a detrimental impact on any equality group caused by the proposed policy/project/service change, please state how you have reached that conclusion below:

The policy is a review of an existing policy and has received only minor updates. There is no fundamental change to the content therefore the previous EIA which concluded 'no impact' remains appropriate.

If you have answered yes to any of the above, please now complete the 'STEP 2 Equality Impact Assessment' document

Accessible Information Standard	Yes	No
Please acknowledge you have considered the requirements of the Accessible Information Standard when communicating with staff and patients. https://www.england.nhs.uk/wp-content/uploads/2017/10/accessible-info-standard-overview-2017-18.pdf	☒	☐

Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening		
Name	**Job title**	**Date**
Lee Crowe	Governance Manager	Click here to enter text.

Publishing

This screening document will act as evidence that due regard to the Equality Act 2010 and the Public Sector Equality Duty (PSED) has been given.

Schedule of Duties and Responsibilities

ICB Board	The ICB Board has responsibility for setting the strategic context in which organisational process documents are developed, and for establishing a scheme of governance for the formal review and approval of such documents.
Executive Committee	The Executive Committee has delegated responsibility from the ICB Board to review and approve policies on its behalf.
Chief Executive	The Chief Executive has overall responsibility for the strategic direction and operational management, including ensuring that CCG process documents comply with all legal, statutory and good practice guidance requirements. In addition, they are required to have appropriate fire safety policies and programmes of work in place in order to improve and maintain fire policies within the organisation's premises.
Nominated Executive for Health and Safety.	The responsibilities for Fire Safety are discharged through the Nominated Executive for Health and Safety. They will ensure that: • the ICB complies with all statutory obligations in relation to health and safety. • mechanisms are in place to effectively monitor performance on behalf of the Board and that they are fully implemented. • the Board and appropriate committees are informed and advised regarding action needed on any significant Fire Safety event and actual or potential risk. • the establishment and maintenance of an effective health and safety advisory service to the ICB through the appointment and/or training of adequate numbers of Competent Persons. • the availability of adequate Fire Safety training programmes for all levels of staff. • adequate resources are made available to ensure compliance with statutory Fire Safety obligations. • update and review with the Health and Safety team the Fire Safety Policy in accordance with the Regulatory Reform Order Fire Safety 2005 and the associated regulations issued by the Health and Safety Executive. • the appropriate committee reviews ICB's compliance in accordance with statutory and mandatory Fire Safety regulations. • so far as is reasonably practicable that all Managers are aware of their responsibilities. • a management system exists for reporting and investigating incidents.

	• Fire Safety performance is measured, strategic targets set and progress monitored and reviewed. • adequate provision for health and safety is included in any service level agreements/contracts
Senior Governance Manager CSU	The Senior Governance Manager will: • Advise and assist management in the interpretation and application of all fire legislation and give relevant guidance in liaison with the Executive lead and Nominated Officer of Fire for premises. • Organise Fire Risk Assessments and reviews where required. • Lead in the development of Personal Emergency Evacuation Plans when required. • Ensure that appropriate individuals have been identified as Fire Wardens to be responsible for each premise occupied by the ICB • Ensure that adequate fire safety training is provided for staff and that the training is documented accordingly. Staff should receive fire training as set out in the ICB's mandatory training schedule. • Ensure that regular testing and servicing of fire precautions (fire detection systems, firefighting equipment etc.) is carried out. • Implement workplace fire safety policy's and develop a written fire plan for their area in conjunction with the relevant Governance Manager. • Ensure that an appropriate investigation is carried out and a report is prepared following a fire in conjunction with the ICB. • Consult the relevant parties in advance of any proposed changes to either room occupancy levels and/or room use. • Ensure fire wardens are appointed for their area and they attend appropriate training. • Ensure that suitable fire drills are carried out and recorded on an annual basis within their service area. • Monitor compliance with fire safety training. • Provide advice and support to all staff with regards to all fire safety issues and initiate appropriate actions. • Liaise with NHS Property Services/landlord staff, local building control and the Fire & Rescue Service in the specification of fire precautions in new and existing premises. • Prepare specific fire safety training programmes and ensure delivery of this training. The ICB has a responsibility to ensure the safety of its staff working in buildings owned by a third party. The Governance Manager Health and Safety along with ICB colleagues must therefore discuss fire safety issues with the relevant

| | organisation and gain assurance that appropriate fire safety systems are in place and that staff have access to, for example relevant information and training.

This should include:
- Instruction and information before occupying the building on Fire Safety issues and policies:
  - How to raise the alarm.
  - Access/egress routes.
  - Position of fire extinguishers and "information" on their use.
  - Information on any fire prevention measures in place.
  - Any responsibilities staff have e.g. to ring 999, or to aid in the evacuation of other people, e.g. patients.
- Access to Fire Safety training at the location if available.
- Access to any risk assessments that have been undertaken. |
|---|---|
| **Nominated Officer of Fire/All Fire Wardens** | - Act as focal point on fire safety issues for local staff.
- Organise and assist in the fire safety regime within local areas.
- Raise issues regarding local area fire safety with line management.
- Assist with co-ordination of the response to an incident within the immediate vicinity.
- Be responsible for roll-call during an incident.
- Be trained to tackle fire with first aid fire-fighting apparatus where appropriate.
- Support line managers and the responsible person on fire safety issues. |
| **All managers** | - Assist the Executive lead responsible for fire safety and the responsible people in the day-to-day implementation of the Fire Safety Policy throughout their areas.
- Ensure that any fire safety hazards are brought to the attention of the Health and Safety Team within the Commissioning Support Organisation.
- Ensure that local fire policies are brought to the attention of all their staff, particularly new starters as part of local induction.
- Ensure that provision is made for all their staff to attend fire training sessions when required and to ensure that they do so in line with the organisational requirements.
- Ensure that staff co-operate with the implementation of the policy and adhere to policies.
- Ensure that new starters carry out the Core Mandatory training.
- Inform "new starter" employees of the relevant fire evacuation policies, means of escape, location of fire alarm points and firefighting equipment on their first working day. |

All Staff	ICB employees are responsible for actively co-operating with managers in the application of this policy to enable the ICB to discharge its legal obligations and in particular; • Actively co-operate in the application of fire policies. • Ensure they are aware of and understand evacuation policies and any operational policies relating to specific places of work and events and comply fully with them at all times. • Ensure they are aware of specific hazards relating to fire and the policy to be followed. • Inform managers of any failure or shortcoming in any fire safety measures which come to their attention. • Ensure they are familiar with fire policies including location of fire exit routes, the positions of fire alarms, manual operation points and first aid and firefighting equipment. • Undertake fire safety training as per the ICB mandatory training requirement. • Be aware of all fire risks within their premises and act accordingly at all times as per this policy. • Liaise with the Nominated Office of Fire to ensure effective co-ordination of the situation where Fire & Rescue services personnel arrive on site.
CSU staff	Whilst working on behalf of the ICB, CSU staff will be expected to comply with all policies, policies and expected standards of behaviour within the ICB, however they will continue to be governed by all policies of their employing organisation.