

West Gloucestershire



Primary Care Trust

Fire Policy

1. Policy Statement

Fire is a potential hazard in all hospitals and healthcare premises. The consequences of fire in any of the properties within West Gloucestershire Primary Care Trust could be particularly serious, since many of the patients and clients are highly dependent, and unable to act for themselves in the event of a fire.

The aim at all times must be to ensure that outbreaks of fire do not occur. If fire should occur, it must be detected rapidly, contained effectively, and extinguished quickly.

All Staff in West Gloucestershire Primary Care Trust regardless of location have a basic obligation to observe fire precautions at all times. It is imperative that all staff understand what to do in the event of a fire, to ensure the safety of their patients, clients, colleagues, visitors and themselves.

Effective staff training is vitally important, and our policy is to ensure that every person working within West Gloucestershire Primary Care Trust receives regular basic instruction in fire precautions, as well as being trained to understand the effects of fire, the fire hazards involved in the working environment, and the action to be taken if fire breaks out.

2. Managerial Responsibilities

2.1 Managerial Responsibilities for Fire Precautions throughout West Gloucestershire Primary Care Trust

The Secretary of State requires that all NHS Trusts comply with the document FIRECODE - POLICY AND PRINCIPLES.

Overall responsibility for the performance of such duties in each NHS Trust relative to fire precautions and fire safety devolves respectively on the Chief Executive, who is therefore responsible for ensuring the implementation of fire precautions guidance in all premises owned or occupied by the Trust.

In addition to ensuring that all statutory requirements relating to fire precautions are observed in all premises for which they are responsible, the Secretary of State expects Chief Executives to have appropriate local fire safety policies and programmes for maintaining and improving fire precautions. Managers and staff have a duty of care to comply with the provisions of Firecode.

Chief Executives shall assume direct responsibility, or will appoint an Executive Director at Board level, to be responsible for fire safety within all their Trust Premises. Within West Gloucestershire Primary Care Trust this responsibility is delegated to the Director of Operations and Nursing. It will be the responsibility of each Executive Director to ensure that agreed programmes of investment in fire precautions are properly accounted for in the Annual Business Plan of the Trust.

See Appendix A

2.2 West Gloucestershire Primary Care Trust Fire Officer (Fire Officer)

The Fire Officer for West Gloucestershire Primary Care Trust is based at The Fire Office, Stroud General Hospital.

2.3 Nominated Officers (Fire)

For every West Gloucestershire Primary Care Trust premise the respective Manager will assume the role of Nominated Officer (Fire) for their premises and will be responsible for the following:

- a) Supervising the effective day-to-day maintenance of the fire safety policy.
- b) Ensuring that ALL staff participate regularly in training and fire drills and the maintenance of training records for all staff.
- c) Completing an annual fire audit on the state of fire safety procedures in all premises for which they are responsible in conjunction with The Fire Officer.

See Appendix B

These Nominated Officers (Fire) should have one or more appointed deputies to ensure that a responsible person is always available to take charge in an emergency.

On multi-occupied sites, where no single Manager has overall site responsibility, Departmental Managers will assume responsibility for the implementation of West Gloucestershire Primary Care Trust Fire Policy and Procedures within their area of control.

These arrangements will be recorded in Control Books for the area.

2.4 Departmental Managers/Fire Wardens/Control Book Holders

Every accountable manager in West Gloucestershire Primary Care Trust is responsible for:

- a) Ensuring that ALL staff for whom they are responsible receive fire training in accordance with Firecode and maintain accurate records of training and attendance.
- b) With the assistance of The Fire Officer, review fire safety arrangements within their workplace regularly, and reporting potential hazards to the Fire Officer.
- c) Producing a written departmental/workplace fire procedure.

- d) The appointment of suitable deputy departmental 'fire wardens' who are responsible to the Departmental Manager for ensuring correct departmental procedures are carried out during fire alarms and during his/her absence.

3. All Staff - General Duties and Responsibilities

The responsibilities devolving on the Chief Executive/Executive Director and the special duties assigned to the Nominated Officer (Fire) and Departmental Managers/Fire Wardens must not obscure the fact that ALL staff have duties and responsibilities in respect of fire safety and, in particular that all Line Managers/Supervisors are responsible for ensuring that fire safety policies and particular instructions are brought to the attention of - and observed by - their staff and that EVERY member of staff participates in fire safety training.

Individual members of staff have an obligation to observe fire precautions at all times, and understand what to do in the event of fire to ensure the safety of their patients, clients, colleagues, visitors and themselves.

Effective training for every member of staff, **without exception**, is vitally important, and everyone working in West Gloucestershire Primary Care Trust is required to undergo basic instruction in fire precautions and training. It is essential that **All Staff** understand the characters of fire, smoke and toxic fumes, know the fire hazards involved in the working environment, practice and promote fire prevention, and have been instructed about the action to take if fire breaks out.

It is the responsibility of every member of staff to report to their accountable Manager any instance where proper fire precautions are not being observed. Examples of unacceptable practices include wedging of fire doors, blocking escape routes with furniture or accumulation of rubbish, hazardous or other flammable materials, faulty electrical equipment and gas appliances and interference with fire safety equipment.

Other aspects of fire prevention that are particularly important in health premises are the obvious dangers associated with smoking, the possibility of deliberate fire raising, and the need to be constantly vigilant to ensure good housekeeping and safe practice.

4. Staff Training – regardless of location

4.1 Introduction to the Workplace

Accountable Managers are responsible for ensuring that every member of staff is given basic fire precaution instruction relating to their workplace during their first day at work. New members of staff will be made aware of the location of fire procedure notices, how to raise the alarm, fire exit routes, the location of fire fighting equipment and assembly points.

4.2 Basic Training

Within two months of starting work, every new member of the West Gloucestershire Primary Care Trust staff is required to attend a fire induction lecture.

4.3 Refresher Course

All Staff are required to attend annual refresher training given by West Gloucestershire Primary Care Trust Fire Officer. Managers are responsible for ensuring that this training is undertaken, and that staff attendance is recorded in the Control Book.

4.4 Specialist Training

The Nominated Officers (Fire), require specialist training. Such training will be provided in conjunction with the Fire Officer.

4.5 Fire Drill

The effectiveness of plans for dealing with an outbreak of fire, and of the various aspects of fire precaution training are tested by fire practice drills.

When the Evacuation Plan has been devised, the plan must be evaluated to find out if it is:

- a) Feasible
- b) Practical

This can be achieved by:

- a) Soliciting the opinions of physicians, nurses, support staff and hospital committees.
- b) A walk through of the procedures by a limited number of staff.
- c) A mock fire drill using all staff.

The plan may require amending/updating from time to time depending on changes in circumstances.

The Nominated Officer (Fire) organises two fire drills within each premise each year. Assistance can be sought from the Fire Officer if required.

An evacuation drill report will be completed after each drill by the Nominated Officer (Fire)/Departmental Manager and the Fire Officer will be sent a copy.

See Appendix C

4.6 Recording of Fire Training

The Fire Officer records fire training attendance.

5. Informal Visits

The Fire Officer visits units/wards and departments regularly to discuss fire safety procedures with staff. Special attention is given to high-risk areas, for example kitchens. The Fire Officer will investigate any deficiencies brought to his attention.

6. Reporting of A Fire

In the event of a fire, or suspected fire, the procedure for raising the alarm, contacting the Fire Brigade and alerting key personnel must be observed on every occasion.

ALL FIRES MUST BE REPORTED IMMEDIATELY. FOLLOW THE APPROPRIATE FIRE PROCEDURE INSTRUCTIONS FOR EACH INDIVIDUAL PREMISE.

Immediately after the incident, the Nominated Officer (Fire) shall submit a written report to the Fire Officer or the appropriate False Alarm Report. An IR1 Form should also be completed.

See Appendix D and E

7. Fire Certification

Under the Fire Precautions Act 1971, certain premises within the Trust have been issued with a Fire Certificate, which is a legal document and must be complied with.

A part of the Certificate requires that the Fire Log Book for the premises must be kept with the Certificate and be kept up to date. It must record the following:

- a) Fire Training - dates, staff, type of training etc.
- b) Fire Evacuation Drills
- c) Testing of Fire Fighting Equipment
- d) Testing of fire alarm and emergency lighting systems.

Once a Certificate has been issued, any material changes affecting the structure, use, designation of part or parts of the building must not be carried out without prior consultation with the Fire Authority. Consultation will normally take place through the Fire Officer who will liaise directly with the relevant Nominated Officer (Fire).

8. Fire Equipment

The fire fighting equipment provided throughout West Gloucestershire Primary Care Trust is serviced on an annual basis, by a contract arranged through the Maintenance Department.

The Maintenance Department will monitor the servicing of all fire fighting equipment including hose reels, extinguishers and fire blankets. They will carry out the certification of invoices for payment prior to them being submitted to the Finance Directorate for payment.

8.1 Discharged/Defective Fire Extinguishers

Out of Hours

The Maintenance Manager is responsible for ensuring that any discharged or defective fire extinguishers are replaced immediately.

During Normal Office Hours

The Maintenance Manager is responsible for ensuring replacement/refilling of any defective or discharged equipment.

9. Fire Alarms and Emergency Lighting

The Maintenance Manager is responsible for ensuring that all West Gloucestershire Primary Care Trust fire alarm and emergency lighting systems are regularly tested and that records of these tests are kept up to date.

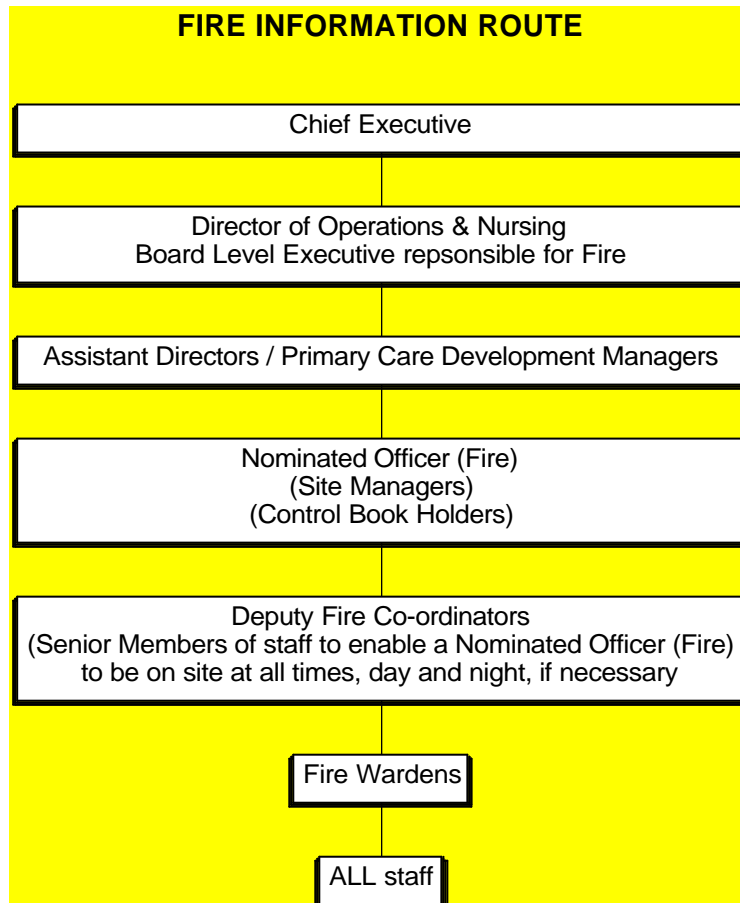
10. No Smoking Policy

West Gloucestershire Primary Care Trust supports a Policy of "No Smoking" which, in addition to benefiting the individuals' health, also reduces one of the greatest fire risks in premises. In premises where patient smoking is permitted, the environment must be safe for them to do so and this should be monitored.

11. New Work or Alterations

All proposals for the alteration of existing buildings/services together with new build proposals shall be notified to the Fire Officer for comment regarding fire safety matters.

Where managers may change the use of parts of occupied premises when no structural or service alterations are required, the Fire Officer must be informed of proposed changes before they are implemented.



The following are advisors to Members of the Fire Information Route:

- Director, Planning and Performance Manager
- Estates Manager
- Trust Fire Officer

Fire Precautions (Workplace) Regs. 1997

FIRE RISK ASSESSMENT

Location:

Date:

Assessor: J R Ravenhill - Fire Safety Advisor

Identifying the Fire Hazards

	Yes/No /NA	Comments and Action Taken
1. Are all combustible materials and flammable liquids and gases stored safely?		
2. Are all heaters fitted with suitable guards and fixed in a position away from combustible materials?		
3. Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?		
4. Is the wiring of the electrical installation inspected periodically by a competent person?		
5. Is the use of extension leads and multi-point adapters kept to a minimum?		
6. Are flexes run in safe places where they will not be damaged?		
7. Is the upholstery of furniture in good condition?		
8. Is the workplace free of rubbish and combustible waste materials?		
9. Have suitable measures been taken to protect against arson?		
10. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?		

The People Who Could Be At Risk

11. Who might be harmed?			
Staff	Visitors	Contractors	Person with disability Others (Specify)
		Yes/No /NA	Comments and Action Taken
12. Is there a sufficient number of exits of suitable width for the people present?			
13. Do the exits lead to a place of safety?			
14. Are gangways and escape routes free from obstruction?			
15. Are the escape routes free from tripping and slipping hazards?			
16. Are steps and stairs in a good state of repair?			
17. Are final exits always unlocked when the premises are in use?			
18. Are the devices securing final exits capable of being opened immediately and easily without the use of a key?			
19. Are internal fire doors labeled as such and normally kept closed?			
20. Are the self-closers on fire doors operating correctly?			
21. Do the doors on escape routes open in the direction of travel?			
22. Are escape routes clearly and correctly signed?			
23. Are escape routes adequately lit?			
24. Have written procedures been made regarding assisting visitors and disabled persons to evacuate the premises?			

Consider Whether The Existing Fire Safety Provisions Are Adequate Or Need Improvement

		Yes/No /NA	Comments and Action Taken
25. Where escape lighting is installed, is it in working order, maintained regularly and records kept?			

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	Yes/No /NA	Comments and Action Taken
26. Are there alternative sources of lighting should the power fail?		
What are they?...		
27. Are adequate arrangements made for detecting and giving warning of fire?		
What are they?...		
28. Is the fire alarm in working order?		
29. Is the fire alarm tested weekly?		
30. Are the fire alarm call points clearly visible and not obstructed?		
31. Are an adequate number of suitable fire extinguishers or hose reels provided?		
32. Are fire extinguishers and fire blankets located suitably and ready for use?		
33. Are there notices indicating the location of fire fighting equipment where the location is not obvious?		
34. Is the fire fighting equipment serviced annually by a competent person or company and records kept?		
35. Approximately the maximum number of people in the building at one time?		
36. Have staff been trained in how to operate firefighting equipment, action to take when the fire alarm operates and are fire drills carried out regularly? Are arrangements in place for training of new staff and regular retraining for all staff?		
37. Is the fixed fire fighting installation or automatic fire detection system in working order?		
38. Is there a logbook to record maintenance, training, and fire drills available, has it been kept up to date?		

What Further Action Is Necessary To Control The Risk?

None: All hazards and risks adequately controlled

Further action required (specify).. X

Ref	Additional Controls/Action Taken	Name & Title of Person Responsible for Remedial Action	Timescale	Date Completed

FIRE EVACUATION DRILL REPORT

Remember to inform Fire & Rescue before and after the drill
Telephone Number 01242 512 041 - Ask for Control Room

Premises Address:
Date and Day:
Time Fire Alarm Operated:
Time Evacuation Completed:
Details of Drill:
Number of people evacuated:
Comments/Observations:
Observers:
Signature Nominated Officer (Fire)/Manager:
<p>Please send a copy of this form to: Mr J R Ravenhill, Trust Fire Safety Advisor, Stroud General Hospital, Administration Building, Trinity Road, Stroud, Gloucestershire, GL5 2HY Tel: 01453 56 2282 Fax: 01453 56 2285</p>

Appendix D (Page 1)

Report of fire incident

1. Hospital: _____ _____	5. Estimated time to discovery: _____ 6. Time of call to Fire Brigade: _____
2. Date of fire: _____	7. Time Fire Brigade arrived: _____
3. Age of premises where fire occurred: _____	8. Time fire was extinguished: _____
4. Time of discovery: _____	9. Estimate cost of damage: _____

Answer questions 10 to 20 by ringing one, or more, of the options provided.
It may be helpful to provide a sketch indicating the extent of fire and smoke spread.

10. Fire discovered by			
1. Employee	3. Visitor/passers-by	5. Smoke detector	7. Other (please specify)
2. Patient	4. Sprinkler	6. Heat detector	
11. Building Type			
1. Not applicable	3. Nursing home	5. Staff residence	7. Office
2. Hospital	4. Community housing	6. Day centre / clinic	8. Other (please specify)
12. Location of fire			
1. Mental health ward	7. A&E	13. Street / main corridor	19. Estates department
2. Elderly ward	8. X-ray	14. Lab / pharmacy	20. Outside building
3. ITU / SCBU	9. Main kitchen	15. Admin / offices	21. Other (please specify)
4. Other ward	10. Main plant room	16. Main stores	
5. Operating department	11. Medical records	17. Education	
6. Outpatients	12. Boiler house	18. Laundry	
13. Method of extinguishment			
1. None	4. Fire hose	7. Smothering	10. CO2, Halon etc.
2. Self extinguished	5. Dousing with water	8. Removal	11. Fire Brigade
3. Extinguisher	6. Equipment isolated	9. Sprinkler	12. Other (please specify)
14. Material first ignited			
1. Raw materials	5. Bedding, mattress (on bed)	9. Fittings	13. Decoration, soft toys
2. Self extinguished	6. Upholstery	10. Food	14. Cleaning materials
3. Clothing on person	7. Other furnishings	11. Electrical insulation	15. Waste
4. Other textiles	8. Structure	12. Lagging	16. Unknown
			17. Other (please specify)
15. Spread of fire within room of origin			
1. Not applicable	3. Stored material	5. Furnishings / linings	7. Other (please specify)
2. Confined to item	4. Furnishings / fittings	6. Equipment	
16. Cause of fire			
1. Deliberate	5. Water heating	9. Equipment failure (elec)	13. Smoking
2. Cooking appliances	6. Hotwork	10. Equipment failure (mech)	14. Unknown
3. Space heating	7. Lighting	11. Wire and cable (fixed)	15. Other (please specify)
4. Central heating	8. Naked lights	12. Wire and cable (leads)	
17. Spread of smoke beyond room of origin (Provide sketch if necessary)			
1. Not applicable	4. Adjacent room(s)	7. Stairway(s)	10. Adjacent building(s)
2. Confined to room	5. Street / main corridor	8. Other floor(s)	11. Other (please specify)
3. Corridor(s)	6. Adjacent department(s)	9. Roof void(s)	
18. Spread of burning beyond room of origin (Provide sketch if necessary)			
1. Not applicable	4. Adjacent room(s)	7. Stairway(s)	10. Adjacent building(s)
2. Confined to room	5. Street / main corridor	8. Other floor(s)	11. Other (please specify)
3. Corridor(s)	6. Adjacent department(s)	9. Roof void(s)	
19. Route of fire spread			
1. Not applicable	3. Spaces / voids	5. Open fire door	7. External
2. Ducts	4. Defective fire stopping	6. Stairway / lifts	8. Other (please specify)
20. Extent of evacuation (provide sketch if necessary)			
1. Unnecessary	4. Department	7. Floor	10. Adjacent building(s)
2. Room only	5. Street/main corridor	8. Other floor(s)	11. Other (please specify)
3. Adjacent room(s)	6. Adjacent department(s)	9. Whole building	

Appendix E

Report of False Fire Alarm

1. Hospital/Property:
.....
2. Date:
.....
3. Time of False Alarm:
.....
4. Alarm activated by Zone number/area:
.....
5. Was the Fire Brigade called: YES/ NO
6. Did the Fire Brigade attend: YES/NO
7. Time the Fire Brigade arrived:
.....
8. Additional comments, including the sequence of events:
(Use additional sheets if required)

Return to:

Mr. J R Ravenhill
Trust Fire Safety Advisor
Gloucestershire Hospitals NHS Trust
Stroud General Hospital
Administration Building
Trinity Road
STROUD
Gloucestershire
GL5 2HY

Completed by:

Name

Signature

Position

Date