

Tavistock & Portman NHS Trust

Fire Safety Procedures

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1) Intentions and Commitment

It is the intention of this document to ensure that the Tavistock & Portman NHS Trust has in place clear policies and procedures to maintain the highest possible levels of fire safety in all of the Trust's buildings. This is important in terms of the personal safety of the Trust's staff and users and also in terms of protection of NHS (and therefore public) property.

2) Objectives

The objectives of this document are to ensure the following are in place to maintain fire safety.

- i) Risk Assessments for each building occupied by the Trust
- ii) Emergency Plans based on the risk assessments
- iii) Effective physical fire protection based on the risk assessments
- iv) Effective staff training based on the risk assessments
- v) Effective fire prevention policies based on the risk assessments

3) Introduction: NHS Estates Firecode

Firecode is a comprehensive set of guideline documents, issued and maintained by NHS Estates, covering the legal, technical and organisational framework in which fire safety is managed on NHS premises.

Under the NHS and Community Care Act (1990) the Secretary of State for Health retained powers of direction which require all NHS premises to comply with the provisions of Firecode.

Firecode demands a fire safety strategy based primarily on the avoidance of fire. If fire does occur there must be the means for rapid detection, containment and control, supported by reliable and rehearsed procedures for removing patients and other to places of safety.

This fire safety procedures document outlines the procedures applicable to the Tavistock & Portman NHS Trust, based closely on Firecode.

4) Responsibilities

a) Trust Board

Receive an annual report from the Trust's Nominated Officer (Fire) covering the current state of fire safety on all premises for which the board is responsible.

b) Chief Executive

“Chief Executives shall assume overall responsibility for fire safety within Trust premises. To assist them they should appoint an executive director at board level who will have the nominated responsibility for fire safety matters. It will be the responsibility of chief executives, with the executive director, to ensure that agreed programmes of investment in fire precautions are properly accounted for in the Trust’s annual business plans”. (Firecode)

Chief Executives are required to provide evidence annually of compliance with Firecode, in the form of the Certificate of Firecode Compliance and latterly Certificate of Fire Safety Management which is submitted to NHS Estates . The Certificate should be signed by the Chief Executive on a date in December each year and submitted to the Director of Policy, NHS Estates, by 31st December each year.

c) Executive Director (Director of Central Services)

The Director of Central Services is the Director with nominated responsibility for fire safety in all premises for which the Trust is responsible. The Director must ensure the appointment of a Nominated Officer (Fire) and Specialist Fire Safety Adviser. The Director is also responsible for the Trust’s Estates Services Contract, and consequently is responsible for ensuring that the contractor is carrying out fire safety procedures as outlined in the contract.

d) Nominated Officer (Fire) and Deputies

The following duties of the Nominated Officer (Fire) are outlined in Firecode.

- i) Supervise the effective day to day upkeep of the fire safety policy for the Trust’s premises.
- ii) Ensure that all staff participate in training
- iii) Organise and attend fire drills
- iv) Responsible for the co-ordination and direction of staff actions in the event of a fire
- v) Record all fire incidents and ensure that the incident is reported to the responsible executive director and NHS Estates where required.
Investigate suspicious incidents.
- vi) Ensure that a fire safety report is presented at least annually to the board
- vii) Ensure the annual Certificate of Firecode compliance and Fire Safety Management Certificate is submitted on time
- viii) Ensure that one or more deputies are appointed so that a responsible person is always available on each site to take command of an emergency situation
- ix) Ensure that the presence and activities of contractors working on site are reported to them prior to the commencement of work and take effective

- steps to ensure that their activities do not subvert fire precautions in existing premises.
- x) Advise the Director of Central Services on the appointment of a Specialist Fire Safety Adviser and design and manage the work programme of the adviser to ensure that Firecode provisions are covered.
- xi) Ensure fire risk assessments are up to date and thorough.
- xii) Ensure the provision of first aid fire fighting equipment and fire signs, taking advice from the Specialist Fire Safety Adviser.
- xiii) Appoint fire wardens for each site or part of a site, to assist with the monitoring of fire precautions and to assist in an emergency situation.

e) Specialist Fire safety Adviser

- i.) Prepare and undertake training sessions for all Trust staff on each site, in accordance with fire certificate specifications where appropriate.
- ii.) Undertake training sessions for fire wardens on each site.
- iii.) Advising and assisting in interpretation and application of legislation, Firecode and other official guidance.
- iv.) Advising on responsibilities regarding the designation of premises requiring fire certificates.
- v.) Risk Assessments. Working with the Nominated Officer (Fire) to ensure fire risk assessments are thorough and up to date and assisting with reports to management recommending prioritised actions in respect of fire safety improvements.
- vi.) Liaising with Nominated Officer (Fire) in the organization of fire drills and reporting on the effectiveness of fire drills.
- vii.) Advising the Nominated Officer (Fire) on the provision and siting of fire aid fire fighting equipment, fire safety signs etc.
- viii.) Liaison with London Fire & Emergency planning Authority (LFEPA) regarding fire certificate changes

f) Fire Wardens

Fire wardens have a dual role – monitoring the provision of fire precautions on a day to day basis, and assisting in an emergency situation.

Monitoring provisions on a day to day basis i.e. checking the following

- i) Fire exit doors not blocked and properly signed
- ii) Fire escape routes not blocked and properly signed
- iii) First aid fire fighting equipment in situ and not tampered with
- iv) Avoid build-ups of rubbish or other potentially flammable material
- v) Check that fire alarm call points and sounders are not obstructed, damaged or interfered with, maintain good knowledge of the positions of fire safety equipment in their designated area

- vi) Report any problems to the Nominated Officer (Fire)

Assisting in an emergency situation.

- i) Assist with evacuation of staff, patients and others.
- ii) Tackle a fire if safe to do so.
- iii) Assist with disabled persons who may require special help or guidance.

g) Line Managers

Line managers are legally responsible for the health and safety of their staff, including fire safety. Line managers are responsible for ensuring that fire safety policies are brought to the attention of their staff and observed by them. Line Managers should make provisions such that every member of their staff can participate in fire safety training and drills. Line Managers receiving a report of or finding instances where agreed fire safety procedures are not being implemented or observed in their area must take action to correct the situation and must report the deficiency to the Nominated Officer (Fire).

h) All Staff

All staff have duties and responsibilities in respect of fire safety under the 1974 Health and Safety at Work Act.

Section 7 Employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omission.

Section 8 It is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

and under the 1992 Management of Health & Safety Regulations

Regulation 12 Employees have a duty to follow any relevant training regarding Health and Safety. Employees have a duty to inform their employer or safety representative of dangers or shortcomings in procedures.

The above legal framework covers any health and safety issues, including fire safety.

All staff have a legal duty to attend fire safety training and to take care for their own safety and the safety of others.

i) Estates Services Contractor

The responsibilities of the Estates Services Contractor (ESC) are specified in the current service level agreement. This covers the following areas:-

- i.) Ensure all work carried out by the ESC (or their sub-contractors) complies with current Fire Certificates, Building Regulations and any other current fire safety regulation or guidance.
- ii.) Ensure all works carried out by the ESC (or their sub-contractors) do not interfere with or subvert fire precautions
- iii.) Ensure that external maintenance and testing of fire equipment (as specified by the Trust's Nominated Officer (Fire)) is ordered and carried out effectively including carrying out works recommended as a result of testing and/or maintenance. Records are to be kept with the Nominated Officer (Fire).
- iv.) Ensure that appropriate internal testing and maintenance of fire equipment (as specified by the Trust's Nominated Officer (Fire)) is carried out as part of planned maintenance schedules. Ensure that proper records are maintained of test and maintenance events and any faults found are corrected. Records are to be kept with the Nominated Officer (Fire).
- v.) Inform the Nominated Officer (Fire) of any event or procedure which interferes with fire safety in any of the Trust's buildings e.g. building work, electrical work, etc.
- vi.) Inform the Nominated Officer (Fire) of any planned work which is likely to require liaison with LFEPA regarding fire certificate amendment.
- vii.) Ensure work is carried out following safe system, particularly work which carries a high fire risk.

j) Supplies Officer

- i.) The supplies officer administers external maintenance contracts on fire safety equipment, as ordered by the Nominated Officer (Fire).
- ii.) The supplies officer copies reports arising from external maintenance visits to the Nominated Officer (Fire) and the Estates Services Contractor. Similarly, any deficiencies in the performance of external contractors must be notified to the Estates Services Contractor and the Nominated Officer (Fire).

- iii.) The Supplies Officer is responsible for ensuring that items purchased are compliant with HTM 87 (1999) which sets out recommendations for the procurement and use of furniture and textile products in healthcare premises.

5) Fire Risk Assessments and Emergency Plans

The Fire Precautions (Workplace) Regulations 1997 and Fire Precautions (Workplace) (Amendment) Regulations 1999 impose a duty on employers to carry out a Fire Risk Assessment and to draw up an Emergency Plan based upon Fire Risk Assessment. Fire Risk Assessments and Emergency Plans must be made for each building occupied by the Trust. They must be written and available for inspection by the fire authority. The Nominated Officer (Fire) is responsible for ensuring that Fire Risk Assessments and Emergency Plans are prepared and kept up to date for each site.

Together the Fire Risk Assessment and Emergency Plan must cover the following:

1. Identify all the significant fire hazards.
2. Identify who is at risk from each fire hazard.
3. Evaluate if existing control measures reduce risk to a tolerable level.
4. Determine what additional measures are required (include action required/by when/by who).
5. The means of escape from the premises in case of fire.
6. The means of fighting fire.
7. Planning for an emergency – including specific responsibilities and actions.
8. Training, information and instruction to staff about fire precautions in the workplace.
9. Effective maintenance and testing of fire safety equipment and precautions.

The Fire Risk Assessments and Emergency Plans must be reviewed when any changes are made in the workplace which have an effect on the fire risk, people at risk or any control measure.

6) Fire Certification

Currently, of the Trusts 5 premises, only the Tavistock Centre requires a Fire Certificate under the Fire Precautions Act 1971. The Certificate is held by the Nominated Officer (Fire) at the Tavistock Centre.

The Nominated Officer (Fire) is responsible for ensuring that London Fire and Emergency Planning Authority (LFEPA) permission is sought before any building work is undertaken at the Tavistock Centre. This will involve liaison with the Estates Services Contractor, building sub-contractor, architects, project staff etc. No building work may be undertaken prior to LFEPA approval.

The Nominated Officer (Fire) must ensure that the Certificate is kept updated with any amendment notices from LFEPA. The Fire Certificate specifies training, maintenance and testing regimes applicable to the Tavistock Centre. The Nominated Officer (Fire) must ensure that these regimes are carried out and records kept with the Fire Certificate. Any Fire Certificate variations must be communicated to the Estates Services Contractor where appropriate e.g. changes in testing schedules.

The Trust's Specialist Fire Safety Adviser is responsible for advising the Nominated Officer (Fire) regarding the designation of premises requiring Fire Certificates.

7) Training and Training Records

A) Tavistock Centre – (Fire Certified Building)

The Tavistock Centre Fire Certificate specifies the following training regime:-

“All persons at work and all newly appointed staff shall be instructed and trained to ensure that they understand the fire precautions and the action to be taken in the event of fire. The training shall be appropriate to their responsibilities in an emergency and shall be based on the Emergency Plan. A copy of the written instructions shall be given to each person”.

.....” all persons at work shall receive verbal instruction not less than once every six months. This shall include evacuation drills (including operation of the fire alarms) based upon the assumption that, where appropriate, one escape route is not available”.

The Fire Certificate specifies that the training and instructions must be recorded in the log book of the certificate. The records of training are actually kept in a separate folder adjacent to the Fire Certificate.

Tavistock Centre Fire Warden training is also covered by the above specification. (“Training appropriate to their responsibilities in an emergency”).

B) Portman Clinic, Monroe Young Family Centre (MYFC), Tavistock Mulberry Bush Day Unit (TMBDU), 96 Belsize Lane

Training and training records for the above buildings are outlined in the Fire Risk Assessment documents for each site.

Records of training at each building are kept by the Nominated Officer (Fire) at the Tavistock Centre.

The Nominated Officer (Fire) is responsible for ensuring that the appropriate training regime is delivered in each area and the appropriate records kept.

8) Testing and Test Records

A) Tavistock Centre (Fire Certificate)

The Tavistock Centre fire certificate specifies the following testing and record regime.

<u>Frequency</u>	<u>Item</u>	<u>Record</u>
<i>Daily</i>	Fire alarm indicator panel for normal conditions Electro magnetic door holders.	Log fault only None
<i>Nightly</i>	Escape routes) Exit doors) Fire doors) Fire resisting doors on electro magnetic) door closers closed.)	None – log faults only.
<i>Weekly</i>	Fire alarms (actuation from different trigger devices) Sprinklers	Log book Log book
<i>Monthly</i>	Break glass fastenings.	Log book
<i>Quarterly</i>	Fire alarm (by competent engineer) Sprinklers (Inspection BS 5306 pt 2)	Log book Log book
<i>6 Monthly</i>	Fire Alarm Electro magnetic door holders	Test Cert. Log book
<i>Annually</i>	Hose reels Fire Extinguishers Escape lighting over 3 years old	Log book Test Cert. Log book and Test Cert.
<i>Five Yearly</i>	Fire Alarm wiring test	Log book and Test Cert.

The Nominated Officer (Fire) is responsible for issuing the Estates Services Contractor with instructions to carry out the above testing and regime.

The Estates Services Contractor may employ sub-contractors or direct labour to carry out the tests. The Estates Services Contractor must inform the Nominated Officer (Fire) of the testing arrangements which are put in place. The Estates Services Contractor must instruct those carrying out testing or maintenance regarding the provision of reports.

Administration of testing by external maintenance contractors is carried out by the Supplies Officer who must forward all test reports to the Nominated Officer (Fire) and the Estates Services Contractor for action. Any faults found by direct labour staff must be recorded and reported to the Estates Services Contractor and the Nominated Officer (Fire).

**B) Portman Clinic, Monroe Young Family Centre (MYFC), Tavistock
Mulberry Bush Day Unit (TMBDU), 96 Belsize Lane, 94 Belsize Lane**

The above buildings do not have fire certificates. Testing and test record regime is in accordance with the current risk assessment for each building. As with the Tavistock Centre, all test records are held by the Nominated Officer (Fire).

External testing arrangements are administered by the Supplies Officer and copies of all reports passed to the Estates Services Contractor and the Nominated Officer (Fire).

9) Reporting of Fire Incidents and Hazards

a) NHS Estates

Firecode Section 3.23

“Details of all outbreaks of fire to which the fire brigade is called must be reported promptly (within 48 hours) by the Nominated Officer (Fire) to the Director of Policy, NHS Estates, 1 Trevelyan Square, Boar Lane, Leeds, LS1 6AE. Fires involving multiple death, multiple injury or large scale damage must be reported immediately to the Director of Estates tel: 0113 547000, fax 0113 547299. This reporting is done online on a quarterly basis.

b) ‘RIDDOR’ Reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), any fire causing death, multiple injury or any absence from work for more than 3 days or hospitalization for over 24 hours must be reported to the Health and Safety Executive (HSE) using form F2508. It is the responsibility of the Risk Manager to complete any RIDDOR report.

c) Internal Reporting

Any fire incident, including any trigger of a fire alarm (except routine testing) must be recorded on a Trust Incident form. At the Tavistock Centre the Risk Manager must

complete the report. At the Portman Clinic by the Clinic Manager or deputy, at the TMBDU by the head of education or deputy, at the MYFC by the Director or deputy. The Nominated Officer (Fire) must investigate all reported fire incidents and take remedial action where necessary. The Nominated Officer (Fire) must make a report to the appropriate director where necessary. The Nominated Officer (Fire) must provide an annual report of incidents to the Board.

10) Building Operations, Building Maintenance and Engineering Maintenance

Premises undergoing alteration, extension, repair or maintenance are particularly vulnerable to fire, often from lapses in safety precautions.

The Estates Services Contractor is responsible for ensuring that works carried out by them are undertaken in a safe manner. Sub-contractors in particular, must be informed of fire precautions by the Estates Services Contractor and their procedures checked. In particular 'hot work' must be carefully controlled. The Nominated Officer (Fire) is responsible for monitoring that contractors and maintenance staff adhere to procedures and do not compromise fire safety.

Isolation of fire alarms/sectors during hot work e.g. soldering/welding.

1 Contractors must report to maintenance craftsman.

2 Contractors must have portable first aid fire fighting equipment available.

11) Arrangements with Tenants and Partner Organisations

Where a premises is shared by a number of employers there is a legal duty to cooperate to ensure that information about fire risks and procedures is shared.

a) Commercial Enterprises on NHS Premises

Firecode: Fire Practice Note 5 "Commercial Enterprises on NHS Premises" (1992) gives guidance on ensuring that commercial premises do not compromise patient safety. This could be the case particularly for bookshops (e.g. Karnac Books) where there is a large stock of flammable material. The Nominated Officer (Fire) must check draft leases to ensure adequate cover of fire safety measures.

b) Other Tenants

The Nominated Officer (Fire) must check tenancy agreements to ensure adequate cover of fire safety measures. This is particularly important for the catering contractor where poor cleanliness of extractors is a significant fire risk.

c) Partner Organisations

The Nominated Officer (Fire) must check any agreements with partner organisations (e.g. NCH, Mulberry Bush School) to ensure that fire safety is adequately covered.

12) Safety of Equipment, Furnishings and Textiles

Advice on the use of fire resistant textiles and furniture is given in HTM 87 – ‘Textiles and Furniture’. The Nominated Officer (Fire) and the Supplies Officer must be familiar with the advice contained in HTM 87 and ensure that items purchased comply with the guidance.

Annual safety testing of electrical equipment is carried out as part of the estates contract. The Trust’s maintenance craftsman must test any electrical equipment brought on to the Trust’s premises.

13) Waste Disposal

The build up of waste presents a serious fire hazard since waste is generally combustible material such as paper, cardboard etc.

The Support Services Manager is responsible for ensuring that waste is promptly removed from site and safely stored in designated holding areas while it remains on site.

The following areas must be kept free of waste material at all times:

- 1 in escape routes, fire exits or near fire fighting equipment
- 2 lift wells, basement areas, behind radiators, other ‘out of sight’ areas.

14) Arson

Arson accounts for 20% of hospital fires, and is a particular hazard in mental health care premises.

The following factors can help to prevent arson:

- i) alertness by security staff to suspicious persons
- ii) prompt removal of combustible rubbish and discarded equipment and furniture
- iii) care in securing premises

The Support Services Manager is responsible for ensuring that the above three areas are attended to.

The Trust Arson Policy should be read in conjunction with this guidance.

15) Lightning Protection

A lightning strike on one of the Trust's buildings could be a cause of a serious fire. Firecode does not give specific guidance in the protection of structures against lightning strike, but refers readers to BS 6651: 1992 'Code of Practice for the Protection of Structures against Lightning'.

The Trusts' Estates Services Contractor is responsible for provision of lightning advice and lightning protection for the Trust's buildings.

16) Smoking

Smoking is not permitted in any of the Trust's buildings or grounds. Smoking, particularly the careless discarding of smoking materials, is a major cause of fire incidents and its prohibition in the Trust considerably promotes fire safety.

17) Sources of Advice

The Nominated Officer (Fire) has access to NHS Firecode documentation and other legislation/regulation documents.

The primary source of advice available to the Trust is the Specialist Fire Safety Adviser, see above.

In addition, the Estates Contractor has access specialized knowledge regarding Building Regulations via architects, projects managers etc.

18) Relation to other Trust Functions

a) Security

Security considerations must not be allowed to interfere with fire precautions. Fire precautions must be paramount.

b) Clinical Services

Requirements of clinical services cannot override fire legislation or regulation. Clinical services must be designed to fit in with fire procedures not vice versa.

19) Communication of Procedures

This document to be distributed as follows:

1. Chief Executive
2. Trust Directors

3. All Line Managers
4. All Fire Wardens
5. Supplies Officer
6. Estates Services Contractor
7. Specialist Fire Safety Adviser (SFSA)
8. Nominated Officer (Fire)
9. Health and Safety Committee Members
10. Maintenance Craftsman
11. Tenant Organisations (TCCR, TIMP, Karnac Books, Catering contractor)

20) Upkeep of Fire Safety Procedures Document

Responsibility for maintenance of this document lies with the Nominated Officer (Fire) / Risk Manager, to whom all enquiries and suggestions should be directed.

Appendix 1

Emergency Evacuation Plans

1. Tavistock Centre
2. Monroe Young Family Centre
3. Portman Clinic
4. Tavistock Mulberry Bush Day Unit
5. 96 Belsize Lane

Appendix 2

Tavistock & Portman NHS Trust Management and Organisation of Fire Precautions

