Fire Safety Policy F10 v1.0 issued August 2009

Reviewers: Security & Fire Safety Committee
Fire Officer

Review date: March 2011

Kettering General Hospital NHS
NHS Foundation Trust

Kettering General Hospital NHS Foundation Trust
Fire Safety Policy

Policy F10

Approved for use within the Trust

Dr Mark Newbold
Chief Executive
Dated:

Chairman: Steve Hone
Chief Executive: Dr Mark Newbold

Kettering General Hospital NHS Foundation Trust
Fire Safety Policy
F10

Version:	1 (Foundation Trust)
Date ratified:	
Ratified by:	
Name of originator / author:	Roy Grogan
Originator / Author – Job title:	Fire Officer, Estates Dept
Name of responsible committee:	Security and Fire Safety Committee
Date issued for publication:	9th September 2009
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Race impact assessed by:	
Date impact assessed:	

Race Impact Assessment - Initial Screening Record

Policy Number	F10
Policy Name	Fire Safety Policy
Date Screened	May 2009
By whom	Roy Grogan
Aims of policy	States how Trust aims to provide and maintain a "firesafe environment"
Statistics/information considered *I.e. Demographics, recent research, Results of surveys, consultation, any information, from other groups, comparisons analysis from public records,* *Trust, NHS policies*	Regulatory Reform (Fire Safety) Order 2005 Fire Risk Assessments Health Technical Memoranda Security & Fire Safety Committee Meetings Non Clinical Risk Health & Safety Meetings
In deciding if this policy requires immediate further impact assessment, consider the following ▪ Will it affect patients or staff, actual or potential ▪ Could the consequences differ for different groups ▪ Is there reason to believe different groups will be affected differently by the policy ▪ Could it discriminate unlawfully ▪ Is there evidence that different groups would have different expectations ▪ Could it affect relations between different groups *Should you answer yes to any of these strongly consider full impact assessment*	The document has been drafted impartially to set out how the Trust in association with the Department of Health, Northamptonshire Fire & Rescue Service and others strives to provide a 'fire-safe environment' that contributes to the provision of high quality healthcare by addressing fire safety issues and in particular fire prevention and what happens in the early stages of a developing fire including the safe and swift evacuation of everyone regardless of: age, background, disability or sensory impairment, ethnicity, gender, lifestyle and whether a patient, visitor or employee of the Trust or any of its contractors including those who volunteer their services. The document is written in a format that recognises every life is equally important at the same time noting that the evacuation of some people may take longer than others because of their medical condition or treatment. The answer to all questions posed is NO
Further Impact Assessment required	No
Agreed by Line manager	
Date	25th August 2009

Chairman: Steve Hone
Chief Executive: Dr Mark Newbold

Contribution List

Individuals involved in developing the document

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Circulated to the following individuals for consultation

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Circulated by e-mail to all KGH A-Z Managers list for comment	

Approval and authorisation

Completion of the following signature blocks signifies the review and approval of this policy

Name	Job Title	Signature	Date
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Change history

Version	Date	Author	Reason

Equality issues

Issue	Author	Date
Race		
Disability		
Gender		
Human Rights		

No.	Contents	age No
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Kettering General Hospital NHS Foundation Trust Fire Safety Policy F10

Kettering General Hospital NHS Foundation Trust strives to provide a 'fire-safe environment' to contribute to its delivery of high quality healthcare.

1.0 Overview

Kettering General Hospital occupies a 35 acre site on the outskirts of Kettering. Managed by Kettering General Hospital NHS Foundation Trust it provides a range of acute, diagnostic and maternity healthcare services to a population in excess of 300,000. To ensure the continued provision of high quality healthcare the Trust strives to provide a 'fire-safe environment' for the benefit of all, patients, visitors and staff.

The Fire Safety Policy is incorporated into the Fire Safety Management Strategy which gives guidance as to how the Trust interprets and applies the Regulatory Reform (Fire Safety) Order 2005, Firecode requirements and best practice to effect: a reduction in the incidence of fire within the Trust and minimise the impact from fire on life safety, delivery of service, the environment and property.

Responsibility for the production of the Fire Safety Policy F10 rests with the Chief Executive through the Fire Safety Manager (Fire Officer) acting under the board level director accountable for fire safety.

2.0 Purpose of Fire Safety Policy F10

To provide an unambiguous statement of fire safety policy applicable to Kettering General Hospital NHS Foundation Trust where: patients receive treatment and care; staff, contractors and volunteers are employed in the provision of quality healthcare services and support functions.

3.0 Aims of Fire Safety Policy F10

This policy aims to:

- minimise the incidence of fire throughout the Trust
- minimise the impact from fire on life safety, delivery of service, the environment and property
- prevent wastage of resources due to unwanted fire signals (false alarms)

4.0 Statements of Fire Safety Policy F10

This policy is formulated in accordance with guidance contained in Department of Health, Estates and Facilities Division, Firecode Health Technical Memorandum 05-01: Managing healthcare fire safety, as it applies to all NHS organisations in England.

The policy is also a requirement of fire safety legislation, as set out in Regulatory Reform (Fire Safety) Order 2005.

5.0 Mandatory requirements applicable to Kettering General Hospital NHS Foundation Trust

Firecode requires the Trust to:

- have a clearly defined fire safety policy covering all buildings it occupies
- nominate a board level director accountable to the Chief Executive for fire safety
- nominate a Fire Safety Manager (Fire Officer) to take the lead on all fire safety activities
- have an effective fire safety management strategy for the provision and maintenance of:
    - the Trust's fire safety policy (F10)
    - adequate means for quickly detecting fire and raising the alarm
    - emergency evacuation measures and procedures at all times when premises are occupied without reliance on external services
    - a training programme that ensures all staff receive fire safety training appropriate to the level of risk and the duties they may be required to perform
    - systems for the reporting of all fire-related incidents via the ERIC reporting system with fires of note being reported direct to Department of Health, Leeds.
    - partnership initiatives with other Trusts, bodies and agencies involved in the provision of fire safety.

6.0 Statutory requirements

The Regulatory Reform (Fire Safety) Order 2005 applies to all premises owned, occupied or used by the Trust and requires persons on or in those premises, regardless of whether: a patient; visitor; contractor; volunteer or a member of staff are protected from fire and the effects of fire by the provision of reasonably practicable fire precautions. The Act also gives instruction on how will be achieved and places burdens on the Chief Executive other Trust employees.

The principal fire safety duties under the Act require the Trust to: conduct, record and maintain fire risk assessments *(RRO sec 9 onwards)*

- in respect of dangerous substances *(RRO sec 12 and part 1 of schedule 1 Matters to be considered in respect of dangerous substances)*
- eradicating or reducing risk where possible *(RRO sec 9 and part 3 schedule 1 Principles of prevention)*
- fire-fighting and fire detection *(RRO sec 13)*
- emergency routes and exits *(RRO sec 14)*
- procedures for serious and imminent danger and for danger areas *(RRO sec 15)*
- additional emergency measures in respect of dangerous substances *(RRO sec 16)*
- maintenance arrangements *(RRO sec 17)*
- safety assistance appointment of competent fire safety persons *(RRO sec 18)*
- provision of information to employees *(RRO sec 19)*

- provision of information to employers and the self employed from outside undertakings *(RRO sec 20)*
- provision of fire safety training *(RRO sec 21)*
- co-operation and co-ordination *(RRO sec 22)*
- general duties of employees at work *(RRO sec 23)*

The Trust is also required to make reference to other legislation, codes and best practice when providing fire precautions e.g. Disability Discrimination Act 1995

7.0 Relationship of Firecode to Fire Safety Policy F10

Firecode is suite of guidance documents specifically covering fire safety in the NHS in England. It considers management, functional requirements, and operational provisions. Firecode provides a means of achieving an acceptable standard of fire safety based on:

- the type of healthcare being provided
- the average age and dependency of patients
- planned staffing levels
- the size of the premises

The Trust is allowed to apply engineered and architectural solutions to fire safety problems providing the designer can demonstrate that this approach does not result in a lower standard than if Firecode had been applied.

8.0 Facilities occupied /owned by Kettering General Hospital NHS Foundation Trust

The hospital buildings housing the various Wards and Departments reflect a range of architectural styles and designs that have been built with a variety of materials during the Hospital's 120 year history. Fire compartmentation is recognised as the best way to prevent fire and smoke spread within a building though with such a wide range of structures and facilities it is difficult to maintain integrity without frequent survey and remedial actions.

The Trust will ensure fire compartment integrity is a priority.

9.0 Fire Safety Policy (F10) and Fire Safety Management Strategy

To assist in the implementation of the Fire Safety Policy (F10) the Trust will maintain a comprehensive Fire Safety Management Strategy that is updated annually. The strategy sets out in greater detail how fire risk assessment, other fire safety measures, fire action plans, and staff fire safety competence is maintained and reported upon. The strategy also details line management responsibilities and the requirement for a Security and Fire Safety Committee.

10.0 Fire risk assessment *(RRO section 9 onwards)*

Fire risk assessment identifies compliance with statutory obligations: legislation, regulations, codes of practice and best practice regarding provision and maintenance of fire safety measures as required. The Trust will also take steps to ensure the safety of

emergency services personnel and others responding to assist at an incident by providing comprehensive information relating to the risks.

The Trust recognises physical fire safety measures do not in themselves ensure a 'fire-safe environment', and if this is to be achieved it can only be done so with the co-operation of an informed, competent workforce that understands procedures, protocols, maintenance and test arrangements that ensure they are used to maximum effect.

The Trust will ensure through delegated management that Fire Marshals inspections are carried out and the results recorded in Ward or Department fire logs regularly are the best means for determining if fire precautions are both appropriate and serviceable.

11.0 Flammable and dangerous substances *(RRO sections 12 & 16, and part 1 of schedule 1)*

The Trust will only authorise flammable and dangerous substances to be used or stored in the Hospital if there is no safer alternative. Bulk storage will be in keeping with current legislation as to storage and quantities. Break bulk usage, transportation through Trust premises and ready use storage will all be in keeping with current Health and Safety Executive guidance and best practice as adopted by Pathology Dept.

Pathology Dept will maintain and manage the purpose built flammable liquids store in accordance with current HSE flammable liquids guidance.

12.0 Fire fighting and fire detection – fire-fighting equipment *(RRO section 13)*

The Trust will provide and maintain:

- sufficient first aid fire fighting appliances appropriate to the risk throughout the premises, this equipment will be supplemented with fire blankets in kitchens and other risk areas as required. Only aqueous film forming foam (AFFF) or Carbon Dioxide (CO_2) extinguishers will be available for general use and the size will be appropriate to the risk.
- fixed fire fighting installations to cover those risks where it is necessary to provide a greater degree of protection, these installations may include sprinklers, gas deluge and foam deluge according to the risk being protected.
- dry rising fire mains (dry risers) in multi-storey buildings as required by Firecode and Building Regulations.
- Fire hydrant and fire by-pass valve gear on the water ring mains.

Water will not be used by the Trust as a firefighting medium in anything other than a fully self contained sprinkler system. Hose reels that have been retained for Estates Dept estate maintenance operations must be clearly marked that they are not to be used for fire-fighting purposes. Where possible such hose reels will be kept in locked cupboards.

13.0 Fire fighting and fire detection – fire detection equipment *(RRO section 13)*

The Trust will provide and maintain:

- automatic fire detection systems that using a range of technologies to provide early warning of fire

- fire alarm call points (including older break glass fire alarm call points) for staff and public use
- audible and visual signalling equipment to alert staff and the public of incidents
- systems that have the capability to detect overheating or fire and then trigger an automatic fire extinguishing media
- relay equipment linked to a network to fire alarm panels to advise fire alarm systems status

14.0 Emergency routes and exits – within buildings *(RRO section 14, 15 & 23)*

Clear distinction will be made and maintained between exits, (doors that may on occasion be locked) and fire exits, (doors although secure are incapable of being locked), and indicated to staff and the public by photoluminescent signage. This signage will bear graphics (flames, directional arrow, doorway and moving person) together with wording (EXIT or FIRE EXIT) as described in HTM 65 Wayfinding and emergency signage.

Emergency routes chosen for their capability to safely and effectively evacuate persons in emergency will be kept clear at all times and lead to either Assembly Points (Refuges) or to unrestricted open air at ground floor level (routes will not discharge into areas from which there is no other escape route).

Wherever possible persons must be able to evacuate by their own unaided efforts, however, the Trust will ensure competent staff and rescue equipment are available for persons who may need assistance.

Emergency routes and exits will be provided with lighting and evacuation lighting that is installed and maintained to Firecode standards.

Where emergency routes pass through secure areas, those areas protected by electronic or swipe card protected door locks, doors will be linked to the fire alarm system and release to be freely openable when alarms sound. Doors will also be provided with emergency door release devices operated by push buttons or break glass control points (similar to fire alarm call points).

15.0 Emergency routes and exits – staged evacuation *(RRO sections 13,14,15 & 23)*

The Trust will make provision for the speedy, safe and effective evacuation of all persons, patients, staff and visitors from wherever there is danger from fire and the effects of fire. Although staged horizontal evacuation is the preferred option the Trust recognises that on occasion it may be necessary to use vertical evacuation or even to leave the building. Persons evacuated from an area will be taken first to an Assembly Point (Refuge) where TRIAGE may be carried out before being moved elsewhere as circumstances dictate.

Two distinct signals indicate: fire in the area - evacuate; fire in a nearby area – prepare to evacuate. To prevent patients being disadvantaged because of their disability and to comply with DDA legislation the Trust has an ongoing programme of installing voice

enhanced alerting, spoken messages and alarm tones, supported by flashing lights. Fire alarm systems terminate at graphic enhanced displays within the switchboard. Switchboard staff monitor these panels and alert the emergency services with the minimum of delay.

Staged horizontal evacuation is effected by moving people from one fire compartment to another until an Assembly Point (Refuge) is reached, wherever possible remaining on the same floor level as this avoids the problems associated with evacuation down stairs. Should lift transfers be required only those lifts designated as fire lifts are used and then only under the direction of Fire & Rescue Service Officers. Evacuation out of doors is to be avoided as frail people would be exposed to the elements, travel distances would be greater and the routes more complicated.

16.0 Emergency routes and exits - fire and rescue service access *(RRO sections 14 & 23)*

Firecode requires arrangements to ensure the Fire and Rescue Service can quickly access all buildings and parts of the site. Where hard surface roadways are not provided fire access roads will be laid to provide access to at least 15% of the building's perimeter.

To speed access the Trust will provide and maintain measures to assist responding fire crews.

17.0 Procedures for serious and imminent danger and for danger areas *(RRO section 15)*

The Trust through regular inspection and testing will ensure Ward and Departmental fire action procedures are appropriate to risk area and practicable in their application. Provision of equipment and substances will be accompanied by training in: normal operating procedures; specific emergency operations, shutdown and isolation procedures.
In addition to automatic fire detection it may be necessary to install automatic shutdown devices and fixed fire-fighting systems to protect staff, the public and the risk. Where risk exists particularly after shut-down procedures have operated this will be communicated to the emergency services (MRI scanner quenching etc).

18.0 Maintenance arrangements *(RRO section 17)*

The Trust will put in place maintenance arrangements to ensure fire safety equipment is maintained to manufacturers' specifications and in accordance with Firecode and other standards or codes of practice. Records will be maintained centrally in an easily retrievable format

19.0 Safety assistance – appointment of competent fire safety persons *(RRO section 18)*

The Fire Safety Manager (Fire Officer) will on behalf of the Trust ensure that fire safety obligations are met and any shortfalls are communicated together with recommendations regarding remedial actions to the Chief Executive.

Ward and Department managers are responsible for ensuring staff competence and a trained Fire Team Leader *BRONZE* is on duty in their area whenever it is open in support of the Trust business.

Staff have a duty to maintain their competence and their awareness of fire safety arrangements including fire prevention and emergency evacuation in the Trust.

20.0 Provision of information – to employees and volunteers *(RRO section 19)*

Following considerable research the Trust has adopted as standard an audible (spoken messages and bell tones), and visual (white xenon beacons where evacuation is necessary, and amber beacons in adjacent areas where evacuation is not immediately required) system of fire alarm signalling to inform staff and others of the actions that need to be taken. With standard spoken messages, consistent bell tones and co-ordinated colour coded beacons (bell tones, messages and colour coding see annexe A), Fire Safety Management Strategy. Where systems do not conform to this standard they will be brought into line during refurbishment schemes. The fire alarm system described fully meets the requirements of the Disability Discrimination Act 1995 and ensures fast and effective action regardless of sight or hearing difficulties.

In addition to statutory and mandatory training programmes the Trust will from time to time make available information regarding fire safety matters through a variety of media: intranet; e-mail; hard copy publications – Acute News (Trust house journal), booklets, leaflets, posters; Fire Team training disks; briefings etc as appropriate.

Staff are invited to consult the Fire Officer regarding any fire safety issue rather than wait for it to be dealt with in any of the media listed above.

Managers are required to ensure staff maintain competence and knowledge in fire safety matters is current.

21.0 Provision of information – to employers and self employed persons *(RRO section 20)*

Where other NHS Foundation Trusts provide healthcare within premises owned or operated by Kettering General Hospital NHS Foundation Trust: they shall be subject to the provisions of this Fire Safety Policy F10; and be treated as if they were employees of the Kettering General Hospital NHS Foundation Trust with regard to fire safety provision.

Where Kettering General Hospital NHS Foundation Trust staff provide healthcare services from premises belonging to other NHS Foundation Trusts or property owners / occupiers there shall be reciprocal arrangements for their fire safety.

Contractors and others providing services to the Trust will: be briefed about fire safety at the pre-contract meeting; agree to adhere to the principles of Kettering General Hospital NHS Foundation Trust Fire Safety Policy F10 prior to commencement of service provision; comply with Hot Work permit arrangements and other provisions. A contractors' fire safety

leaflet has been produced for staff and others providing services within the Trust and there is a requirement that these are issued, read and understood before work starts on site. Where contractors and others fire safety arrangements fall short of Trust requirements, the Trust reserves the right to take such actions as necessary to ensure fire safety in the Trust for which the contractor may be charged.

Contractors and others are required to consult the Fire Safety Manager (Fire Officer) regarding any fire safety issue rather than wait for it to be dealt with in any of the media listed above.

Contractors' management is required to ensure staff competence and knowledge in fire safety matters.

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22.0 Provision of fire safety training – maintaining staff competence *(RRO section 21)*

Staff fire safety competence will be maintained through a programme of induction and regular refresher training. To meet the requirements of Firecode regarding emergency evacuation the Trust supports and encourages Fire Team Leader and Fire Team Member specialist training run in conjunction with the Fire & Rescue Service.

Fire evacuation and associated exercises will be run to: ensure effectiveness and practicality; test and teach staff; ensure compliance with legislation, Trust and NHS fire safety policies.

Staff allocated duties as part of the Trust Fire Team will receive such training as is appropriate to those duties, this further training may involve: rescue techniques and casualty handling; specialist equipment operation; live fires fire-fighting; CBRN and specialist personal protective clothing wearing. Staff will be: informed of risks before, during and after training; shown the correct method to adopt; and when confident allowed to practice and in some cases tested by problem solving.

23.0 Co-operation and co-ordination - The Security and Fire Safety Committee *(RRO section 22)*

This committee meets twice yearly to discuss issues affecting the 'crime free' and 'fire safe environment' including: capital scheme developments and fire safety provision; incident prevention and fire safety initiatives that assist in the provision of a 'fire safe environment'. The Fire Safety Manager (Fire Officer) also reports to both the Non Clinical Risk Health and Safety Group and Facilities Group meetings regularly on fire safety matters.

24.0 Co-operation and co-ordination – other Trusts and organisations *(RRO section 22)*

Links will be maintained and encouraged with other NHS Foundation Trust, organisations e.g. Fire & Rescue Services, manufacturers and suppliers of fire safety equipment and services etc. to ensure the Trust is aware of and shares information, new developments and best practice.

25.0 General duties of employees at work – (also applicable to other organisations' employees) *(RRO section 22)*

All employees are to maintain competence regarding fire safety matters, the contents of this Fire Safety Policy F10, and associated Trust policies.

Roy Grogan Fire Safety Manager (Fire Officer)
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Appendix A

Links to standards and performance indicators

A1 ERIC returns for fire and unwanted fire signals
A2 ERIC returns for staff training
A3 Fire Risk Assessments
A4 Fire Officer's Annual Reports

Appendix B

References and associated documentation

B1 The Regulatory Reform (Fire Safety) Order 2005
B2 The Disability Discrimination Act 1995
B3 Department of Health Firecode suite of documents
B4 Chief Fire Officers' Association Protocol for the reduction of unwanted fire signals
B5 Building Regulations all editions
B6 HM Government guides to Fire Risk Assessment
B7 Kettering General Hospital NHS Foundation Trust Policies
- CBRN
- Helicopter operations