

Health and Safety			
Fire Safety Policy			
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Introduction

1. NHS Health Scotland will, as a matter of policy, promote and maintain a comprehensive system of fire safety, as set out in Scottish Executive Health Department letter NHS CEL (2011) 11 and accompanying Scottish Executive Fire Safety Policy for NHS Scotland as well as in NHS Health Scotland's overarching Health and Safety Policy. This will be achieved through the relevant guidance documents, for the protection of all staff and visitors from the effects of fire. NHSHS is committed to ensuring that all aspects of the law relating to fire are complied with and will assist and observe the legitimate requirements of enforcing authorities in the pursuance of their duty.
2. NHSHS will actively work to promote a fire safety culture; and will train staff, give advice on fire safety matters, conduct fire safety inspections and risk assessments, improve standards, test and maintain installed systems and equipment and review this policy and associated procedures regularly.

3. A system of regular review will be adopted to ensure that the policy remains appropriate for all the circumstances relating to fire, employees and others who resort to the premises. In particular, specific attention shall be paid to the provision and maintenance of the following:
 - a) Adequate means of escape in case of fire, including escape by persons who have a disability. Staff members with a disability will have a personal action plan developed and visitors with a disability will be informed on fire procedures by staff members they are visiting and reception staff.
 - b) Adequate measures to limit the probability and development of fire by reducing or controlling sources of ignition and fuel.
 - c) Adequate measures to ensure that the means of escape can be safely and effectively used at all times.
 - d) Adequate means for detecting and giving warning in the event of fire.
 - e) Adequate and appropriate means for fighting fire.
 - f) Adequate means for the maintenance of all of the above items.
 - g) Appropriate fire safety training for all members of staff. Such training shall include the means of raising an alarm, what to do when the alarm is heard, evacuating visitors and others including any special arrangements that are necessary to assist or facilitate the evacuation of disabled persons. When not to tackle fires and how to respond to a small fire within the limits of their capability and the equipment available.
 - h) The recording of all maintenance and routine testing of fire related equipment, installations and staff fire safety training.
4. This document shall be known as the NHS Health Scotland Fire Policy and shall be applicable throughout all premises for which NHSHS is responsible.

Legislation

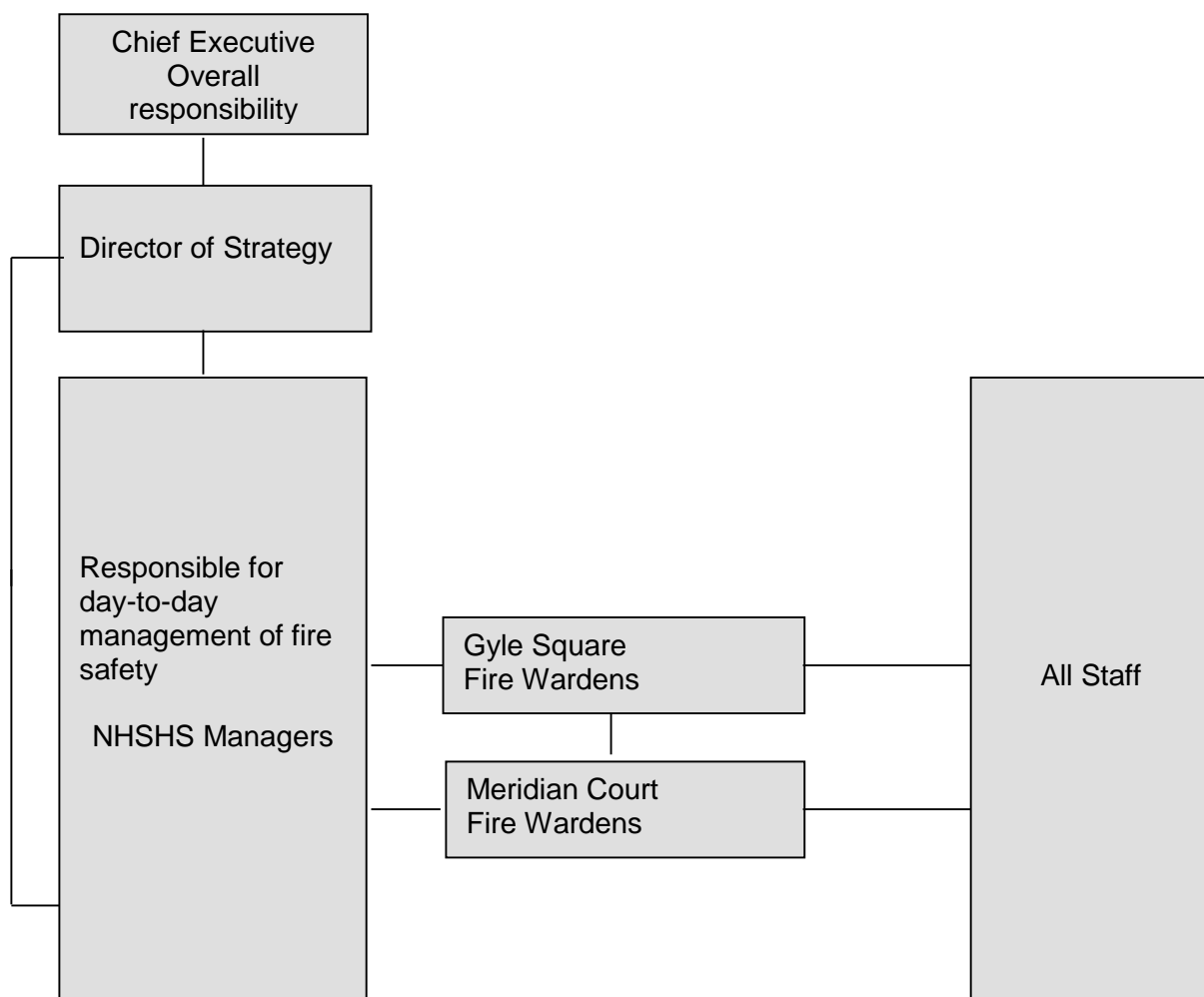
5. The key legislation and other documents, which underpin this policy, are:
 - a) Health and Safety at work act (1974): www.hse.gov.uk/legislation/hswa.htm
 - b) Fire Scotland) Act (2005): www.opsi.gov.uk/legislation/scotland/acts2005/20050005.htm
 - c) Partnership Information Network Guidelines – Managing Health at Work <http://www.scotland.gov.uk/Publications/2003/02/16388/18297>
 - d) The Management of Health and Safety at Work Regulations (1999) <http://www.opsi.gov.uk/si/si1999/19993242.htm>
 - e) Scottish Executive Health Department letter NHS CEL (2011) 11 and accompanying Scottish Executive Fire Safety Policy for NHS Scotland: http://www.sehd.scot.nhs.uk/mels/CEL2011_11.pdf

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Responsibilities

General

6. The following arrangements have been adopted for ensuring that fire safety matters are managed and dealt with adequately and appropriately throughout NHSHS. The following system of devolved responsibilities is intended to ensure that all employees and managers, at every level of the organization, are aware of their individual responsibility for promoting and maintaining a fire safe workplace. The framework of fire safety management is shown in the following flowchart.



7. NHSHS leases the majority of the properties which they occupy. It is important to note that NHSHS has a responsibility to ensure that all NHSHS staff within the area of NHSHS occupancy are given a safe working environment to work in and are given the appropriate training and guidance on what to do if a fire occurs. It is important to highlight however that where NHSHS lease premises the landlord of the building has a responsibility for the common areas of the building i.e. the stairwells and other areas that are not part of the NHSHS lease agreement. Landlords of the buildings occupied partly by NHSHS also have a responsibility to conduct weekly fire alarm testing as well fire evacuation tests for the premises.

Line Managers

8. Line Managers have the following responsibilities in that they:
- a) Shall ensure that all staff are aware of their responsibilities in respect of fire safety, in particular, what they should do if they discover a fire and what they should do if they hear a warning of fire.
 - b) Shall ensure that new members of staff are introduced to the fire safety measures in their immediate working environment, in particular, that they are shown the escape routes and final exits and the locations of fire alarm break glass call points and fire extinguishers. The main points of the fire policy should be outlined to them together with the Local Fire Action Plan applying to their workplace.
 - c) Shall ensure that new employees receive fire safety induction training as soon as possible after employment.
 - d) Shall ensure that all staff for whom they are responsible, receive fire training appropriate to their work activities and responsibilities, and shall maintain a record of such training within their department.
 - e) Shall liaise with the Health, Safety and Facilities team as necessary with regard to the provision of appropriate training.
 - f) Shall actively promote fire safety and discourage such things as storage in stair enclosures and exit routes, accumulations of waste material, the wedging open of fire doors or the abuse of fire equipment and report any deficiencies or failures.

All Staff

9. All member of staff working at NHS Health Scotland have the following responsibilities:
- a) To raise the alarm in the event of fire.
 - b) Familiarize themselves with the layout of their workplace, including the exit routes from it and the locations of fire safety equipment and installations.
 - c) Co-operate with their employer in maintaining a fire safe workplace.
 - d) Adopt safe working practices in their workplace, including the use of work equipment only in accordance with manufacturer's instructions or in-house workplace procedures, processes or procedures.
 - e) Adopt fire safety instructions as defined in the fire action plans, in the event of fire, or on discovering a fire.
 - f) Attend or complete regular fire safety training either online or at face to face sessions.

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- g) Report to their line manager any faults, deficiencies or other things that may affect the safety of persons in the event of fire.

Framework and Objectives:

10. The objective of NHSHS Fire Policy is to provide a framework to support and maintain a safe working environment for all staff, visitors and contractors to the organisation's premises. In order to achieve this aim, the following principles will apply:
 - a) Putting measures in place to ensure that staff and visitors to NHSHS are protected as far as is reasonably practicable from the effects of fire.
 - b) Prevent fires occurring.
 - c) Ensuring that fire safety matters are addressed.
 - d) Ensuring that adequate resources are provided so that the aims of this policy can be properly met.
 - e) Providing fire safety training for all staff.
 - f) Providing and maintaining suitable equipment for raising an alarm of fire and for dealing with any small outbreak of fire.
 - g) Ensuring appropriate measures are in place to assist and facilitate the evacuation of disabled persons in the event of fire.
 - h) Carrying out fire risk assessments and take action based on the findings to ensure that an acceptable standard of fire safety is achieved throughout NHSHS occupied premises.
 - i) Reviewing this fire policy annually, the local action plans, all fire risk assessments and to take account of any changes that might affect fire safety e.g. Legislation changes.
 - j) Ensuring that procedures are in place for the evacuation of buildings and to deal with any outbreak of fire. These procedures are different for every NHSHS site, each site has a fire action plans which can be found on the shared drive or on the notice board at each NHSHS site.

Monitoring and Evaluation:

11. Continuous monitoring and evaluation will ensure that the organisation is implementing the various aspects of the Fire Safety Policy into NHSHS everyday working environment and business processes.
12. NHSHS will carry out both active and reactive processes in order to monitor and evaluate its Fire Safety Policy which include:
 - a) Active monitoring, workplace inspections by fire wardens will be undertaken at regular intervals throughout the year in all NHSHS properties.
 - b) Continuous fire training for all members of staff throughout the year.

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- c) Fire risk assessments for all NHSHS premises.
 - d) Regular maintenance of fire safety equipment.
 - e) Reactive monitoring of fire safety will include the reporting and investigation of any fire incidents and accidents relating to staff, visitors and premises.
13. The results from monitoring and evaluation of fire safety will be used to identify good practice as well as any inadequacies in the organisational processes. NHSHS will endeavour to manage any fire safety issues in a proactive manner and improve upon any issues raised.

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