Fire Safety Policy

Version Number: Version 1.5
Name of Originator/Author: Fire Safety Officer - 0161 882 1007
Name of Responsible Committee: Estates and Facilities
Name of Executive Lead: Director of Finance
Date V1 issued: Aug 2007
Last Reviewed: May 2015
Next Review date: May 2016
Scope: Trust wide
MMHSCT Document Code: FE10
A fire in any healthcare setting/hospital would pose a major threat to the lives of everybody within it but particularly the Service Users. Therefore in this event there must be the rapid means for detection, containment and control, supported by reliable and rehearsed procedures for removing Service Users to a place of safety.

Consultation: Estates Department; Length of Consultation Period 2 weeks

**Consultation**

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**Approving Committee**

- Estates and Facilities

**Approval Date**

- 27/05/2014

**Ratification and Date**

- Clinical Governance Committee
- Date of Ratification: 04/06/2014

**Procedural Documents to be read in conjunction with this document:**

- None

**Training Needs Analysis Impact**

- There are no training requirements for this procedural document

**Financial Resource Impact**

- None

**Document Change History**

**Changes to this document in different versions must be detailed below. Rationale for the change should also be given**

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<td>Change to 6.6.1 para13, (page 10) change to annual statement now being held on file</td>
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<td>V1.4 Review</td>
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Please ensure that any external references used in the creation of this document are entered as the final section of this procedural document.

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Policy authors are asked to consider each of the nine protected characteristics under the Equality Act 2010. We expect you to demonstrate that throughout the policy process you have had regard to the aims of the Equality Duty:

1. Eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Act;
2. Advance equality of opportunity between people who share a protected characteristic and people who do not
3. Foster good relations between people who share a protected characteristic and people who do not share it.

Please provide a brief account of how you have done this, further work to be completed and any support you have had in considering the aims and working in compliance with the Equality Duty.

If you are unclear on how to do this or would like further advice and support then you may contact quality.admin@mhsc.nhs.uk.

It is the responsibility of the approving Committee/group/meetings to ensure this statement reflects the Trusts objectives and position with compliance as set out within the NHS Equality Delivery System.

Please confirm that the statement below is correct. If not please indicate why? YES

This procedural document is broad and the scope is Trustwide so complies with the Trust’s Equality Delivery Service.

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<th>In line with the Trust values can this Procedural Document be published on the Trust’s External Website.</th>
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It is the Authors responsibility to ensure all procedural documents comply with the Trust values.

If you are unclear on any of the requirements in the document control sheet then please email quality.admin@mhsc.nhs.uk before proceeding.
Monitoring and Compliance Requirements Sheet (This section **MUST** be completed by the Author without exception). This section demonstrates the Trust’s commitment to Continuous Improvement and Lessons Learned from Incidents, Reports from the Coroner or other External Agencies and will be submitted as evidence as required.

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NB: If you have selected audit you should complete the required audit registration form and standards document and submit these with your expected timescales for completing the audit to quality.admin@mhsc.nhs.uk as soon as possible and no later than 4 weeks prior to the audit commencing.

The Group / Committee should also ensure the monitoring work is added to their yearly schedule of monitoring and action logs as appropriate.
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We strongly recommend the use of flowcharts as a simplified step for staff to follow in the implementation of this Procedural Document.
Fire Safety Policy

1 Executive Summary

A fire in any healthcare setting/hospital would pose a major threat to the lives of everybody within it but particularly the Service Users. Therefore in this event there must be the rapid means for detection, containment and control, supported by reliable and rehearsed procedures for removing Service Users to a place of safety.

A high level of management commitment and professional competence is required and must be supported by a procedure for appraising and re-appraising fire precautions and staff training.

Fire safety in hospitals and healthcare settings relies on a combination of physical and human factors.

1.1 Physical Factors include:

- Careful building design and construction.
- Appropriate installation and maintenance of automatic fire alarm and detection systems.
- Suitable fire fighting equipment and maintenance.
- Provision and upkeep of fire-retardant furnishings, fittings, fixtures and textiles.
- Reviews of fire precautions following alterations in the use, layout or construction.
- Prompt and efficient procedure for the collection and disposal or recycling of waste materials.

1.2 Human Factors are influenced by:

- Effective management and organisation.
- Carefully prepared and reviewed policies and programmed staff training.

2 Introduction and Legislative Framework

Manchester Mental Health and Social Care Trust have a duty to ensure the adequate management of fire safety throughout the organisation. This duty is established by the Health and Safety at Work Act 1974, and the Regulatory Reform (Fire Safety Order) 2006.

The Department of Health’s Health Technical Memorandums – Fire Code establish the management structures and responsibilities that health care organisations are required to adopt in order to provide a robust approach to fire safety management.

The Fire Safety Policy of the Trust aims to minimise the incidence of fire within premises occupied partly or wholly by our services, and to minimise the impact of fire on life safety, delivery of service, the environment and property.

This Fire Safety Policy will be implemented throughout all premises occupied, partly or wholly by the Trust. It shall also apply to the activities of the service providers and other...
employers with whom the Trust shares a site. The Policy will apply to all Trust staff, volunteers, students and any other individuals performing Trust work.

The Trust will liaise with its service providers and other employers with whom they share the site to develop its estate in line with legislation and guidance and maintain safe working procedures, plant and equipment. It shall also ensure that when fires do occur their staff have been suitably trained to preserve life and mitigate damage so that safe, reliable services are resumed as soon as practicable.

The Trust recognises and accepts its responsibility for the prevention of fire and minimising the effects of fire. All possible precautions including risk assessment, training, security, building design, fire warning systems etc. will be employed to stop fires starting or developing when they do start.

To meet its fire safety responsibilities for staff and other persons who could be adversely affected by fire, the Trust will ensure that all fire precautions are kept under review and resources allocated within Annual Business Plans according to priority and availability and will seek to continually improve fire safety performance.

3 Equality Impact Assessment

An Equality Impact has been carried out against this policy, and included in Section 15.

4 Privacy Impact Assessment

An initial Privacy Impact Assessment against this policy has been carried out, and is included in section 16. A full impact assessment is not required.

5 Definitions

The following phrases are used within this document:-

- UHSM – University Hospital of South Manchester NHS Foundation Trust
- CMFT – Central Manchester University Hospital NHS Foundation Trust
- PAT – Pennine Acute Hospitals NHS Trust
- NHS Manchester – Manchester Primary Care Trust
- NMGH – North Manchester General Hospital
- MCC – Manchester City Council
- Service Providers: Organisations that undertake the maintenance and testing of fire safety installations on behalf of the Trust.
- Fire Safety Management Providers: Organisations that provide Fire Safety Management services for the Trust
- Service Level Agreements: Agreements in place between MMHSCT and our host organisations (excluding MCC) to undertake services on MMHSCT behalf.
- Section 75: Agreements in place between MMHSCT and MCC to undertake services on MMHSCT behalf.
6 Responsibilities

6.1 Chief Executive

In order to meet the requirements of Firecode and the Regulatory Reform (Fire Safety) Order 2005 the Chief Executive has overall responsibility for ensuring the implementation of this Policy in premises owned or occupied by the Trust.

The Chief Executive is the Responsible Person as defined by the Regulatory Reform (Fire Safety) Order 2005.

6.2 Trust Board

The Trust Board has overall accountability for the activities of the organisation. The Board should ensure that they have the appropriate assurance that the requirements of current fire safety legislation have been met, and where appropriate, the objectives of Firecode have also been met.

6.3 Chief Operating Officer

The Chief Executive delegates the obligation to implement this Policy to Chief Operating Officer.

6.4 Director of Estates and Facilities

The Chief Operating Officer delegates to the Director of Estates and Facilities the management of fire safety. The Director of Estates shall:

- Oversee the application of this Policy throughout the premises and operations of the Trust, ensure co-operation with its service providers and site sharers.
- Ensure the Trust develops a programme for installing and maintaining fire precautions in all Trust premises.
- Ensure required capital spend is identified as part of the Trusts Capital Programme.

6.5 Estates Manager

The Estates Manager is responsible for the ensuring that the fire safety policy and the associated monitoring requirements are applied throughout the Trust.

6.6 Fire Safety Officer

The Fire Safety Officer provides support to the Estates Manager, and is responsible for the day to day management of fire safety within the Trust.

The Fire Safety Officer provides advice in relation to all aspects of fire safety, including legislation, and approved codes of practice.

The Fire Safety Officer is also responsible for:

6.6.1 General

- Acting as the Responsible Person for fire safety in regard to premises occupied by the Trust’s staff and services
- Providing expert advice on the application and interpretation of fire legislation and fire safety guidance, including Firecode;
- Developing the content of the Trust’s Fire Safety Policy, and reviewing it annually, or as required following the introduction of new legislation and guidance;
Developing the Trust’s Fire Strategy;
Developing a suitable training programme, and delivery method, ensuring that fire safety is included on the Corporate and Mandatory training programmes;
Liaising with the enforcing authorities;
Appointing and ensuring adequate training is given to Fire Wardens;
Appointing Fire Wardens in writing, outlining their area of responsibility;
Conduct risk profiling of all premises within the estate to identify risks
Ensuring that all fire safety risks are identified and included within the Estates and Facilities Risk Register; and that the risk ranking of any such risks adequately consider the vulnerability of users, the life span of the property, management arrangements in place, and the condition of the property.
Assisting with the development of a schedule of approved suppliers – The Trusts Approved List, ensuring that fire safety concerns are adequately addressed;
Undertaking reviews and audits to ensure that this Policy is being adhered to;
Ensuring that the annual Certificate of Fire Safety Management is completed, signed and returned by the Chief executive and is held on file as evidence for any such audits;
Preparation and submitting a quarterly report to the Estates Committee summarising performance against key indicators. These key indicators will include:
- False fire alarms or activations
- Actual fires
- Enforcement Notices served
- Training undertaken
- Audit results

Preparing and submitting an Annual Report to the Board summarising the following:
- False fire alarms
- Actual fires
- Enforcement Notices served
- Training undertaken
- Audit results

6.6.2 Property Wholly Occupied By MMHSCT Staff and Services

Develop local fire plans;
Undertake annual fire risk assessments and ensure that identified actions are completed;
Develop and deliver suitable localised fire training as deemed appropriate;
Undertaking reviews and audits to ensure that this Policy is being adhered to;
Issuing Enforcement Notices to departments found not to be complying, keep records of all such notifications;
Ensuring that fire evacuation drills are arranged for premises, as required, ensuring that the safety of Service Users is not compromised;
Reviewing and approving all changes in use / proposed design changes from a fire safety position;

Liaise and work closely with the Fire Safety Advisors of the following NHS Trusts, who provide onsite urgent fire safety support to the Trusts main acute hospital sites (i.e. fire response):

Central Manchester NHS Foundation Trust

University of South Manchester NHS Foundation Trust

Pennine Acute Hospitals NHS Trust

6.6.3 Property which MMHSCT occupies in part

Liaise with the Properties appointed Fire Safety Manager to ensure that suitable local fire plans are in place;

Ensure that annual fire risk assessments are prepared / reviewed by the properties appointed Fire Safety Manager, actively monitor the completion of identified actions;

Working with the properties appointed Fire Safety Managers to develop and agree the delivery of localised training as deemed appropriate;

Undertaking reviews and audits to ensure that this Policy is being adhered to;

Issuing Enforcement Notices to departments found not to be complying, keep records of all such notifications;

Liaise with the properties appointed Fire Safety Manager to ensure that fire evacuation drills are arranged for premises, as required, ensuring that the safety of Service Users is not compromised;

Share information relating to Fire Safety with other users in shared premises; work with other organisations to ensure fire safety in shared premises is effectively managed

6.7 Estates Officer (Engineering)
The Estates Officer (Engineering) shall ensure that programmes are established and arrangements made for the regular inspection, testing and maintenance of all equipment provided for fire safety (fire alarms, fire extinguishers, fire doors etc) in accordance with HTM’s, HBN’s and relevant British Standards. If the British Standards are not available, then in accordance with the Manufacturer’s instructions.

6.8 Head of Operational Estates and Facilities
The Head of Operational Estates and Facilities shall liaise with the Fire Safety Manager to review and seek agreement to proposed works to the buildings.

6.9 General Managers and Heads of Service
Will ensure that the requirements of this Policy are implemented and are maintained within their area of responsibility. They shall ensure that the Trust’s Strategy for achieving its Policy Aim is fully implemented in co-operation with other services and that performance is adequately monitored and appropriately reported.

6.10 Duty Manager/Night Managers
Nominated Duty/Night Managers will attend all incidents of fire as part of the Fire Response Team, taking charge of the situation until the arrival of the Fire Safety Advisor
or the Fire Service. They shall periodically receive training from the Fire Safety Manager to update knowledge of the Trust’s fire precautions.

Upon being informed of a fire the Duty Manager shall:-

- Take charge of nursing activities and direct evacuation or other procedures as necessary;
- Ensure that all other departments adjacent to the affected area are kept informed of the situation, its severity and any possible risks to Service Users;
- Take charge of other staff arriving to give assistance;
- Ensure that a roll call is carried out / ensure that all persons have vacated the area safely;
- Ensure that all rooms, included toilets have been evacuated;
- Decide, in consultation with the clinicians for the area affected, on alternative accommodation for Service Users, if required;
- Following instruction from the Senior Fire Brigade Officer present arrange for the fire alarm to be silenced/muted/re-set as required. Details of how this should be achieved are located in the Duty Manager’s Folder;
- Following instruction from the Senior Fire Brigade Officer present arrange for the reoccupation of the building after the incident as required.

It should be noted that in law the Senior Fire Brigade Officer present is in overall charge during an incident. The Duty Manager should offer any assistance and information possible to the Senior Fire Brigade Officer. It should be noted that the instructions given by the Senior Fire Brigade Office must be obeyed.

6.11 Matrons
Will support Heads of Nursing and Service Managers / Ward Managers by over-viewing the maintenance of good housekeeping and provision of mandatory training within their area of control.

6.12 Ward/Departmental Managers
Are responsible for the general fire safety precautions within their departments and for ensuring all staff under their control are adequately trained in all aspects of fire safety. They will ensure that the Fire Safety Policy is implemented within their area of control. They shall specifically ensure that all staff receive mandatory fire training. They shall further ensure that fire hazards are identified, their potential for harm is assessed and that appropriate controls are put into place.

Are responsible for contacting the Fire Safety Manager to advise of any changes in use of the areas they are responsible for.

Shall ensure staff are nominated and arrangements are in place for daily, weekly and monthly fire checks to be carried out in all areas under their control. Keep record of the fire safety checks and actions to remedy defects (see Appendices A, B, C)

6.13 All Employee’s and Voluntary Staff
Shall receive mandatory training alternatively via lectures or electronically in accord with the Training Policy. They will ensure that fire hazards are removed or brought to the attention of local Managers. They shall follow the Fire Routine / Procedure and assist in reaction to fires and the prompt continuation of patient care as required. They shall
familiarise themselves with fire risk assessments and ensure that controls are followed and maintained.

6.14 **Training Department**  
Shall liaise with the Fire Safety Manager to put into effect the fire training programme, register attendance via Electronic Staff Record and compile and monitor statistics of attendance including non-attendance.

6.15 **Fire Response Team**  
The Fire Response Team will vary dependent upon the Trust’s tenure of the occupied buildings, its host organisation and the building use. Refer to Appendix A for building specific details.

6.16 **Area Fire Wardens**  
Fire Wardens are appointed to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005 to provide a sufficient number of competent persons to oversee its fire precautions. Their role is predominantly to act as fire safety “eyes and ears” within their local area, but do not have an enforcing role.

The Fire Wardens role is to:

- Act as focal point on fire safety for local staff;
- Raise issues regarding local fire safety issues with Line Management;
- Assist with the co-ordination of the response to an incident within the immediate vicinity;
- Be responsible for roll call during an incident, until the arrival of the Duty Manager;
- Support Line Management on fire safety issues;
- Contact the Fire Brigade.

Note: The method to be used to contact the Fire Brigade varies dependent upon the locality of the building. Refer to Appendix A for building specific details.

6.17 **Responsible Person (Fire Alarm)**  
In accordance with BS 5839 Part 1: 2002 Section 7, a single named Responsible Person is to supervise all matters pertaining to the fire alarm system for each of the Trust’s occupied buildings and is listed in Appendix A.

6.18 **Fire Safety Installations – maintenance and testing service providers**  
Service Providers shall maintain and test in accordance with the HTM’s, HBN’s, relevant British Standards and manufacturer’s instructions, all equipment for fire safety, including:-

- Fire Alarms
- Fire fighting equipment
- Fire Doors
- Emergency lighting
- Standby generators
- Fire notices and signs
- Dry riser fire main
- Fire hydrant
- Fire dampers
Sprinklers

The Trust has several Fire Safety Installations - Maintenance and Testing Service Providers as noted below:

- CMFT,
- UHSM,
- PAT,
- MCC.
- NHS Manchester

Refer to Appendix 1 for details of the Service Provider for each property occupied by the Trust

6.19 Fire Safety Management Providers
The Trust is provided with the identified Fire Safety Management Services from the following organisations, via Service Level Agreements/Section 75 Agreements:

- CMFT,
- UHSM,
- PAT,
- MCC.
- NHS Manchester

Refer to Appendix 1 for details of the for each property occupied by the Trust

6.20 All Staff
Shall:

- Be familiar and comply with the Trust’s Fire Policy and Local Fire plan;
- Take action to reduce the risk from any identified fire hazard;
- Know the location of fire alarm call points, fire extinguishers, assembly points and alternative escape routes within their work area;
- Follow safety procedure;
- Report any fire hazard;
- Attend a Fire Safety Training session, as part of the mandatory training programme;
- Activate the fire alarm and comply with the instructions on the Fire Action Notice;
- Report any personal injury, near miss or hazardous situation to their Line Manager;
- Take all possible immediate action to make the situation safe;
- DO NOT PUT THEMSELVES OR OTHERS IN DANGER;
- Shall not hold open fire doors by any unauthorised means such as wedges. This is an offence in Law and will not be tolerated;
- Keep fire exits, exit routes and corridors clear of all types of obstructions and combustible material at all times.
7 Training

Fire Safety Training is essential for all staff and is a legal requirement under the Health and Safety at Work etc Act 1974, The Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

Ward/Departmental Managers are responsible for ensuring that all members of their staff receive adequate fire safety training. This includes Bank Staff, Volunteers, Partners and Operators of Commercial Outlets. A Register should be kept and all training of staff recorded.

Fire Safety Training is mandatory (see Trust Mandatory Training Policy).

Certain categories of staff will be instructed and trained in matters peculiar to their particular responsibilities at the time of a fire. For example Nursing Staff (and any others who may have to assist) will receive instructions and training in methods of evacuation i.e. moving and assisting Service Users horizontally or vertically to a place of safety.

The Fire Safety Advisor (or representative) will carry out fire safety training sessions in accordance with the Training Department’s Induction Courses and Mandatory Training Courses.

At the request of the Department Heads the Fire Safety Advisor (or representative) will undertake building/department specific training to supplement the Local Fire Plans.

Evacuation drills are intended to test communications and the reaction of staff and will be carried out at periods and locations identified by the Fire Safety Manager. The conduct of the drills will be the responsibility of the Trust Fire Safety Manager who will make arrangements to consult with medical and nursing staff before carrying out the drills in patient care areas, which in some cases may require the movement of medically selected Service Users.

Ward evacuation drills will, in some cases, stop short of the movement of Service Users where the intention is to test communications.

The aim will be to test both day and night staff.

Training will, as far as practicable, be related to the particular discipline of the staff to be trained.

8. Inspections/Assessments/Enforcement

8.1 Daily Inspections

It is important that the fire safety provisions are not only in place but are also available for use as and when required. To ensure those provisions are available, Departmental Managers or their deputies must check daily to ensure that:-

- All means of escape, routes including staircases, corridors, doorways etc are free from obstruction
- All fire fighting equipment is in its correct location and unobstructed
- No unnecessary waste/rubbish is being stored in any unauthorised areas
All doors which are required for means of escape are available and easily operable.

It is the responsibility of the Department Manager to ensure that any remedial action required to be undertaken by Trust staff is carried out immediately.

It is the responsibility of the Department Manager to ensure that any repairs or remedial works are reported to the relevant people. Details of the reported defect, who it was reported to and when should be noted. See the Fire Action Log in Appendix C.

Fire Safety Issues should be resolved as a matter of urgency. If the issue is not rectified within 24 hours contact MMHSCT’s Estates Department.

8.2 Weekly Inspections

A weekly inspection must be carried out in accordance with the Weekly Check sheet contained in Appendix B. The completed check list schedule must be kept within the Local Fire Plan file.

It is the responsibility of the Department Manager to ensure that any repairs or remedial works are reported to the relevant people. Details of the reported defect, who it was reported to and when should be noted. See the Fire Action Log in Appendix C.

Fire Safety Issues should be resolved as a matter of urgency. If the issue is not rectified within 24 hours contact MMHSCT’s Estates Department.

8.3 Specific Fire Safety Inspections

The Fire Safety Manager, assisted as required by the Fire Safety Advisors of our host organisations, will carry out fire safety inspections on our behalf. To arrange such an inspection, Managers should contact the Fire Safety Manager.

8.4 Fire Risk Assessments

The Regulatory Reform (Fire Safety) Order 2005 requires employers (Responsible Persons) to carry out Fire Risk Assessments.

To:

- Identify Fire Hazards
- Identify people at risk
- Evaluate, remove or reduce and protect from risk
- Record, plan, inform and train
- Review

Annual Fire Risk Assessments to comply with the Regulatory Reform (Fire Safety) Order 2005 will be carried out by the Fire Safety Manager / Fire Safety Advisors as required.

Note: Following the completion of the Fire Risk Assessment Departmental Managers must undertake any actions identified as being owned by them in the Fire Safety Action Plan that accompanies the Fire Risk Assessment.
The Fire Safety Manager will ensure that any other required actions are identified on the Estates and Facilities Risk Register.

Fire Risk Assessments will also be undertaken should the use of premises alter. It is the Department Manager’s responsibility to advise the Fire Safety Manager of any such changes, and arrange for a Fire Risk Assessment to be undertaken.

8.4 Unannounced inspections
The Fire Safety Manager may visit any area or department to conduct unannounced fire risk assessments.

8.5 Enforcement Notices
The Fire Safety Manager / Fire Safety Advisor has the authority to issue enforcement notices in relation to failures to adhere to this Policy. Any such notices will be issued to the Department Manager and MUST BE COMPLIED WITH. The details of notices issued, and remedial actions undertaken will be reported to the Estates Committee.

8.7 Shared Premises
Where premises are shared, all employers have a responsibility to make sure the regulations are complied with. This will require communication and co-operation between all parties to ensure co-ordination of fire safety provisions, fire fighting measures and evacuation procedures. The Trust will share information.

8.8 Fire Alarm Tests
The Appropriate Contractor for each site will, at a time agreed with local management carry out routine tests of the fire alarm system in accordance with BS 5839-1:2002.

The tests should be carried out in a manner that will ensure that all zones are tested within the agreed time period and should include all the equipment associated with the fire alarm system, e.g. automatic door release devices, electronic lock releases and automatic fire detection devices etc. During the test, the link from the fire alarm system to the switchboard and from the switchboard to the commercial alarm station should be monitored for correct working.

9 Operational Arrangements for Dealing with Fire

9.1 Calling the Fire Brigade
Refer to Appendix A for details of action to be taken, and by whom.

9.2 Local fire Plans
All buildings / departments / wards should have a local fire plan detailing the actions that should be taken in the event of fire alarm activations. It is the responsibility of the Fire Safety Manager, assisted by the Fire Safety Advisor, to ensure that these are in place and regularly reviewed.

It is the responsibility of Operational Managers / Department Managers or other previously used terms, to ensure that the staff under their management are aware of the relevant plans. The fire plans should cover:-

- Raising the fire alarm
- Action on hearing the alarm
- Evacuation Procedures
- Tackling the Fire
9.3 Procedure for Reporting Incidents of Fire

Notification of fire incidents as laid down in Firecode HTM 05-01 is the responsibility of the Fire Safety Manager.

Following a fire incident, the Department Manager will report the matter as soon as possible to Fire Safety Manager. The Fire Safety Manager shall liaise with the Fire Safety Advisors as required and prepare a technical report, to be forwarded to NHS Estates (or other body nominated by the Department of Health).

A Datix report must be completed for each incident of fire no matter how trivial; the Senior Manager for the Care Group in which the incident occurs has a responsibility to investigate this incident.

For incidents outside of normal hours, it is expected that the Duty Manager will notify the Head of Department, as soon as possible, who will in turn inform the Fire Safety Manager and Fire Safety Advisor for that site.

Where the incident involves death or serious injury, the Fire Safety Manager shall prepare a report to be forwarded to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

10 Operational arrangements for dealing with the isolation of the fire alarm

In the event that there will be a planned disconnection of part of the fire alarm system, the Fire Safety Advisor will advise the Fire Safety Manager in advance of the proposed work to discuss.

Under no circumstances should fire alarms be interfered with without the approval of the Fire Safety Manager.

Upon receipt of the Fire Safety Managers approval in principle, the Fire Safety Advisor shall liaise with the Duty Manager and the Department / Ward Senior of the affected area, prior to authorising any such isolation works.

Alternative methods of alerting persons in case of fire must be provided and agreed by the Fire Safety Advisor, working with the Duty Manager / Department Manager, prior to the commencement of the works.

All staff in the area affected will be informed of the alternative method prior to the alarm being incapacitated.

It is the responsibility of the Duty Manager / Department Manager to ensure that all staff are aware of the time and date of the planned fire alarm isolation.
Prior to the isolation of the fire alarm the Contractor shall advise the Department Manager that the works are about to commence. The Contractor should be asked to show their Permit to Work allowing the isolation.

If staff feel uncertain about the planned works they should contact the Fire Safety Advisor immediately.

11 Monitoring Compliance with the Document

11.1 Reporting Structure
The Fire Safety Manager shall prepare a quarterly report for the Estates Committee summarising performance against key performance indicators. These KPI's will include:

- False alarms
- Actual fires
- Enforcement notices issued, those closed and those that remain outstanding
- Training undertaken

The Fire Safety Manager shall prepare an Annual Fire Safety Report to the Board

11.2 Process for monitoring compliance
Compliance with this Policy will be monitored through Fire Risk Assessments, unannounced inspections and audits of weekly check sheets.

12 Counter Fraud Information

In accordance with the Trust’s counter fraud and corruption plan any suspicious activity, within the scope of this policy, will be referred to and subsequently investigated by the Trust's Local Counter Fraud Specialist. The results of any such investigation could lead to internal disciplinary and/or civil/criminal prosecution proceedings being instigated against the appropriate person/persons involved.

13 Dissemination and Communication

The Policy will be made available to all staff on the Trust intranet and Trust Communications following approval.

Other plans – TBA by the medical devices management group.

14 References

- NHSLA Risk Management Standards 2012-13
- NHSLA Document Template for Procedural Documents
<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Fire Safety Installations – Maintenance and Testing Provider</th>
<th>Responsible Person – Fire Alarms</th>
<th>Response Team MMHSCT staff</th>
<th>Response Team PROVIDED BY OTHERS</th>
<th>Fire Safety Officer MMHSCT</th>
<th>Fire Safety Advisor/Officer /Manager – other organisations</th>
<th>Contacting the Fire Brigade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rawnsley Building</td>
<td>Central</td>
<td>CMFT</td>
<td>Associate Director of Estates and Facilities - CMFT</td>
<td>Duty Manager, Fire Warden</td>
<td>Duty engineer, Security Personnel, Portering staff, Fire Safety Advisor PROVIDER ORGANISTION – CMFT</td>
<td>Bernard Gribbin: Fire Safety Advisor MMHSCT</td>
<td>Andy Kuczaj – Senior Fire Safety Advisor, CMFT</td>
<td>Activate the alarm point, Phone 2222 and give the location and nature of the fire – this number alerts the MRI switchboard of the situation. The switchboard will contact the Fire Brigade</td>
</tr>
<tr>
<td>Anson Road</td>
<td>Central – off site properties</td>
<td>CMFT</td>
<td>Associate Director of Estates and Facilities - CMFT</td>
<td>Duty Manager, Fire Warden</td>
<td>Duty engineer, Security Personnel, Portering staff, Fire Safety Advisor</td>
<td>Bernard Gribbin: Fire Safety Advisor MMHSCT</td>
<td>Andy Kuczaj – Senior Fire Safety Advisor, CMFT</td>
<td>Activate the alarm point, Between the hours of 8pm and 8am the alarm panel will auto dial the switchboard and during the hours of 8am and 8pm</td>
</tr>
<tr>
<td>Location</td>
<td>Site</td>
<td>Provider</td>
<td>Position</td>
<td>Contact Information</td>
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<tr>
<td>Gaskell House,</td>
<td>Central – off</td>
<td>CMFT</td>
<td>Associate Director of Estates and Facilities</td>
<td>Telephone: 999</td>
<td>Fire Safety Advisor of CMFT</td>
<td></td>
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<tr>
<td>Chest Clinic</td>
<td>site properties</td>
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<td>Fire Warden</td>
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<td>(352 Oxford road)</td>
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<td>Duty Manager, Fire Warden</td>
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<td>Bernard Gribbin: Fire Safety Advisor MMHSCT</td>
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<td>Andy Kuczaj – Senior Fire Safety Advisor, CMFT</td>
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<td>Activate the alarm point, Phone the Fire Brigade on 999</td>
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<tr>
<td>Laureate House</td>
<td>South</td>
<td>UHSM</td>
<td>Estates Design Office Manager</td>
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<td>Duty engineer, Senior porter, Security</td>
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<td>Bernard Gribbin: Fire</td>
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<td>Chris Shepherd – Senior Fire Safety Advisor,</td>
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<td>Activate the alarm point, Phone 2222 – this</td>
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<tr>
<td>Location</td>
<td>Area</td>
<td>Contact</td>
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<tr>
<td>Park House, Psychology Building, Mainway, Therapy Centre, Horticultural Building, Sir Sydney Hamburger Unit</td>
<td>North PAT</td>
<td>Director of Estates</td>
<td>Duty Manager, Fire Warden</td>
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<tr>
<td>McCartney House</td>
<td>North – off site PAT</td>
<td>Director of Estates</td>
<td>Duty Manager, Fire Warden</td>
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</tbody>
</table>

personnel, Fire Safety Advisor

**PROVIDER ORGANISATION – UHSM**

Safety Advisor
MMHSCT

UHSM

number alerts the UHSM switchboard of the situation. The switchboard will contact the Fire Brigade

Bernard Gribbin: - Fire Safety Advisor MMHSCT

Mark Farrant – Senior Fire Safety Advisor, NMGH

Activate the alarm point, Phone 3333 – this number alerts the NMGH switchboard of the situation. The switchboard will contact the Fire Brigade

Activate the alarm point,
<table>
<thead>
<tr>
<th>Location</th>
<th>Area</th>
<th>Organization</th>
<th>Contact Person</th>
<th>Role</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Harpurhey District Office,</td>
<td>City Wide</td>
<td>MCC</td>
<td>Head of Corporate Property - MCC</td>
<td>None – refer to individual fire plans which identify action to be taken by MMHSCT staff</td>
<td>Phone the Fire Brigade on 999</td>
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<tr>
<td>Longsight District Office,</td>
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<td>Building Manager will take control</td>
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<td>Etrop Court</td>
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<td>PROVIDER ORGANISITION – MCC</td>
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<td>Claremount Day Centre,</td>
<td>City Wide</td>
<td>MCC</td>
<td>Head of Corporate Property - MCC</td>
<td>None – refer to individual fire plans which identify action to be taken by MMHSCT staff</td>
<td>Phone the Fire Brigade on 999</td>
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<tr>
<td>Hillside Resource Centre,</td>
<td></td>
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<td>Building Manager will take control</td>
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<tr>
<td>Fallowfield Library</td>
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<td>PROVIDER ORGANISATION – MCC</td>
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<td>Kingslea House,</td>
<td>City Wide</td>
<td>MCC</td>
<td>Head of Corporate Property - MCC</td>
<td>Duty Manager, Fire Warden</td>
<td>Phone the Fire Brigade on 999</td>
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<tr>
<td>Victoria Park</td>
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<td>Bernard Gribbin: - Fire Safety Advisor MMHSCT</td>
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<td>Head of Corporate Property - MCC</td>
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<td>Activate the alarm point, Phone the Fire Brigade on 999</td>
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<tr>
<td>Provider/Organization</td>
<td>Contact Details</td>
<td>Role</td>
<td>Provider/Organization</td>
<td>Contact Details</td>
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<td>Day Centre, Harpurhey Day Centre</td>
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<tr>
<td>The Stables, Benchmark, The Roundhouse</td>
<td>Withington Community Hospital Site off Cavendish Road</td>
<td>PCT</td>
<td>Associate Director of Estates – NHS Manchester</td>
<td>Duty Manager, Fire Warden</td>
<td>None</td>
</tr>
<tr>
<td>Brian Hore Unit</td>
<td>Withington Community Hospital Elizabeth Slinger Road</td>
<td>PCT</td>
<td>Director of Estates – NHS Manchester</td>
<td>Duty Manager, Fire warden</td>
<td>None</td>
</tr>
</tbody>
</table>
| Studio One | Brownley Road | St Andrew’s Church Landlord | None – staff to evacuate | Building Manager will take control
**PROVIDER ORGANISATION – CHURCH** | Bernard Gribbin: Fire Safety Advisor MMHSCT | Rev David Bown, St Andrews Church Brownley Road, Wythenshawe | Activate the alarm point, Phone the Fire Brigade on 999 |
<table>
<thead>
<tr>
<th>Location</th>
<th>Provider</th>
<th>Type</th>
<th>Landlord</th>
<th>Building Manager</th>
<th>Staff to Evacuate</th>
<th>Emergency Contact</th>
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</thead>
<tbody>
<tr>
<td>Kath Lock Centre</td>
<td>BIG LIFE CENTRE</td>
<td>None – staff to evacuate</td>
<td>Building Manager will take control</td>
<td>PROVIDER ORGANISATION – BIG LIFE CENTRE</td>
<td>Head of Corporate Property – Big Life Centre</td>
<td>Activate the alarm point, Phone the Fire Brigade on 999</td>
</tr>
<tr>
<td>Chorlton House</td>
<td>BIG LIFE CENTRE</td>
<td>Estates Officer - MMHSCT</td>
<td>Duty Manager, Fire Wardens</td>
<td>N/A</td>
<td>Bernard Gribbin: Fire Safety Advisor MMHSCT</td>
<td>Bernard Gribbin: Fire Safety Advisor MMHSCT</td>
</tr>
<tr>
<td>50 Manchester Road</td>
<td>BIG LIFE CENTRE</td>
<td>Estates Officer - MMHSCT</td>
<td>Duty Manager, Fire Wardens</td>
<td>N/A</td>
<td>Bernard Gribbin: Fire Safety Advisor MMHSCT</td>
<td>Bernard Gribbin: Fire Safety Advisor MMHSCT</td>
</tr>
<tr>
<td>Abbey Hey</td>
<td>City Wide</td>
<td>PCT</td>
<td>Associate</td>
<td>None- staff to Building</td>
<td>Bernard</td>
<td>George Green –</td>
</tr>
</tbody>
</table>

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Abbey Hey

City Wide

PCT

Associate

None- staff to Building

Bernard

George Green –

Activate the alarm

24
<p>| Clinic, Alexander Park Health Centre, | Director of Estates – NHS Manchester | evacuate | Manager will take control PROVIDER ORGANISTION - PC | Gribbin: - Fire Safety Advisor MMHSCT | Fire Safety Advisor – NHS Manchester | Activates the alarm point, Phone the Fire Brigade on 999 |
| Clinic, Ancoats Primary Care Centre, | | | | | |
| Clinic, Brownley Green Primary Care Centre, | | | | | |
| Clinic, Burnage Health Centre, | | | | | |
| | | | | | |
| Clinic, Charlestown Road Health Centre, | City Wide PCT | Associate Director of Estates – NHS Manchester | None- staff to evacuate | Building Manager will take control PROVIDER ORGANISTION - PC | Bernard Gribbin: - Fire Safety Advisor MMHSCT | George Green – Fire Safety Advisor – NHS Manchester | Activates the alarm point, Phone the Fire Brigade on 999 |
| Clinic, Cheetham Hill | | | | | | |</p>
<table>
<thead>
<tr>
<th>Location</th>
<th>Provider</th>
<th>Organisation</th>
<th>Functions</th>
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<tr>
<td>Primary Care Centre,</td>
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<td>Chorlton Health Centre,</td>
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<td>Clayton Health Centre,</td>
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<td>Cornerstone Centre,</td>
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<td>Forum Health,</td>
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<td>Higher Openshaw Primary Care Centre,</td>
<td>City Wide</td>
<td>PCT</td>
<td>Associate Director of Estates – NHS Manchester</td>
<td>Bernard Gribbin: - Fire Safety Advisor MMHSCT</td>
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<tr>
<td>Levenshulme Health Centre,</td>
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<td>None- staff to evacuate</td>
<td>Building Manager will take control PROVIDER ORGANISTION - PC</td>
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<td>George Green – Fire Safety Advisor – NHS Manchester</td>
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<td>Activate the alarm point, Phone the Fire Brigade on 999</td>
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<tr>
<td>Location</td>
<td>Provider Organization</td>
<td>Responsible Officer</td>
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<tr>
<td>Longsight Health Centre,</td>
<td>City Wide PCT</td>
<td>Associate Director of Estates – NHS Manchester</td>
<td>None-staff to evacuate</td>
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<tr>
<td>Moss Side Health Centre,</td>
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<td>Newton Silk Mill,</td>
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<td>Harpurhey Health Centre,</td>
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<td>Northenden Health Centre,</td>
<td>City Wide PCT</td>
<td>Bernard Gribbin- Fire Safety Advisor MMHSCT</td>
<td>Building Manager will take control PROVIDER ORGANISTION - PC</td>
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<td>Plant Hill Clinic,</td>
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<td>Vallance Centre,</td>
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<td>Phone the Fire Brigade on 999</td>
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<td>Location</td>
<td>Provider Organization</td>
<td>Role</td>
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</tbody>
</table>
| Victoria Mill, Withington Centre, Wythenshawe Offices, Withington Community Hospital, | City Wide PCT         | Associate Director of Estates – NHS Manchester | None - staff to evacuate. Building Manager will take control. PROVIDER ORGANISATION - PC.  
Bernard Gribbin: - Fire Safety Advisor MMHSCT  
George Green – Fire Safety Advisor – NHS Manchester. Activate the alarm point, Phone the Fire Brigade on 999. |
| Windrush Millennium Centre   | Moss Side Windrush Millennium Centre Trust Chief Executive | None - staff to evacuate. Building Manager will take control. PROVIDER ORGANISATION – Windrush Millennium Centre  
Bernard Gribbin: - Fire Safety Advisor MMHSCT  
Building Manager – Windrush Millennium Centre. Activate the alarm point, Phone the Fire Brigade on 999. |
Fire Safety Check

It is important that the fire safety provisions are not only there but that they are also available for use as and when required.

To assist personnel in checking those provisions satisfactorily, an aid to what to look for and check is detailed below.

Fire exits

Unobstructed: - NO equipment, furniture, waste materials, decorations etc. obstructing the exit either inside or outside.

Easily opened: - Without the use of a key or alphanumerical pad.

Break tube devices have the correct frangible tube fitted.

Push pads or bars are in working order and obvious.

Electronically locked doors: - Fitted with an obvious and easy to operate by pass switch.

Adequate signs and notices: - ‘Running Person’ symbol, clear and unambiguous. Is there a notice regarding the operation of the locking device?

Escape Routes

Both inside and outside: - Free of all types of obstruction and combustible materials including equipment, furniture, waste containers and waste materials etc.

Fire Doors

Do they close effectively and completely?

No obvious defects.

Not wedged or held open by unauthorised methods
Are there adequate signs and notices? Obvious and legible

**Fire Alarms**

Call Points: - Unobstructed, clearly identifiable, no defects
Sounders (bells/beacons/sirens): - Unobstructed, uncovered.
Detectors: - Unobstructed, uncovered.

**Fire Notices.**

'Fire Exit': - Clearly visible, legible and obvious.
‘Fire Door’: -
‘Fire Action’: -
‘Oxygen Shut Off Valve*: -
‘Ventilation Override Switches*: - * If Applicable

**Fire Fighting Equipment**

Fire equipment found in your area: - All present in their respective locations.

Extinguishers & blankets available: - Coloured inspection tab intact or ‘Full / OK’ sign showing.
No parts missing, for example, nozzles, hoses, safety pins etc.

Inspection date, if over 12 months report to Atkins Help Desk

Pressure gauge needle in green (where fitted)

Unobstructed: - Free from obstructions, not used as coat hangers or door wedge

**Housekeeping**

Waste Removed: - No accumulated waste. All waste awaiting removal stored in agreed locations preferably in a non-combustible container with a close fitting lid or in a dedicated room with a fire door (see Fire Door above).

Linen Removed: - No accumulated linen. Is the linen awaiting removal stored in an agreed location, preferably in a non-combustible container with a close fitting lid or in a dedicated room with a fire door? (see Fire Door above).

Deliveries*: - All deliveries have been dealt with immediately and stored in their rightful places.

Flammables*: - Flammable liquids and gasses (where used) stored correctly and safely.

Notice boards: - Kept neat and tidy with outdated articles removed.

**Fire Procedures** Fire procedures are available and located in ______________________
Agency Staff

Check: - Agency staff have been shown all the fire exits and informed of fire procedure?

Additional information

Electrical equipment: - Only items indicated as tested should used. Ensure a visual inspection is undertaken prior to using equipment, e.g. frayed wires; equipment is intact and not broken

Evacuation Equipment (Where Applicable)

Evacuation Ski Pads: - Where applicable they are available, easily accessible and in good condition.

Evacuation Straps: - Where applicable they are available, easily accessible and in good condition.

Evac-chairs: - Where applicable they are available, easily accessible and in good condition.

Staff Training

Fire Safety Training: - All personnel are required to receive training on an annual basis and their training recorded.
<table>
<thead>
<tr>
<th><strong>Fire Wardens</strong></th>
<th>Where applicable Nominated Fire Wardens are fully trained and available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inductions</strong></td>
<td>All staff including part time, bank staff, or Temps, have received instructed in the basics of the hospital's fire procedures.</td>
</tr>
</tbody>
</table>
Appendix 3

FIRE SAFETY CHECKLIST

Month........... Year........... Ward / Dept.................................................................

DAILY CHECKS

Are all exit routes free from obstruction?
Are fire doors closing fully into the rebates?
Does the fire alarm panel / repeater indicate 'normal'?
Are emergency lighting luminaries working correctly

WEEKLY CHECKS

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>n/a</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Do all emergency releases work properly</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Do door fastening devices release when the fire alarm activates</td>
<td></td>
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<tr>
<td>3.</td>
<td>Could the fire alarm be heard clearly by all staff</td>
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<tr>
<td>4.</td>
<td>Are emergency lighting charge lights illuminated?</td>
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<td>5.</td>
<td>Do all final exit doors open fully?</td>
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<td>6.</td>
<td>Are fire extinguishers present and unobstructed?</td>
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Daily checks do not require recording but must be undertaken by staff.
<table>
<thead>
<tr>
<th></th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>7.</td>
<td>Are fire extinguishers in good condition with their seals present?</td>
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<tr>
<td>8.</td>
<td>Do emergency fastenings operate correctly i.e. push bars?</td>
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<tr>
<td>9.</td>
<td>Are fire exit routes clear from obstruction</td>
</tr>
<tr>
<td>10.</td>
<td>Is waste removed / emptied regularly?</td>
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<tr>
<td>11.</td>
<td>Do fire doors close fully into rebates?</td>
</tr>
<tr>
<td>12.</td>
<td>Are fire doors in good condition i.e. glass, strips, closers etc?</td>
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<tr>
<td>13.</td>
<td>Are all flammable products stored appropriately?</td>
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<tr>
<td>14.</td>
<td>Is all fire safety signage legible?</td>
</tr>
</tbody>
</table>

Wk comm.……… Wk comm.……… Wk comm.……… Wk comm.………
## Fire - Action Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Problem - Action Taken</th>
<th>Reported by:-</th>
<th>Reported to:-</th>
<th>Date/Time</th>
<th>Outcome date/time</th>
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<tbody>
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Appendix 5 - Guidance Note 1: Control of Contractors – Fire Precautions

Information on ‘Fire precautions on works contracts' will be issued to each contractor prior to commencement of work by the Project Manager responsible for the scheme.

Under the SLA arrangements in place with

**Isolation of Fire Alarms**

Fire alarms shall not be isolated without the approval of the Fire Safety Manager, and the Fire Safety Advisor.

A ‘Permit to Work’ must be sought prior to any such works taking place.

The permit must indicate the type of work to be carried out, the duration of the work, any possible implications, the location and numbers of available fire fighting equipment.

The permit will not be granted without the approval of the Fire Safety Manager / Fire Safety Advisor.

**Hot Works**

Where any work is to be carried out involving heat making appliances or naked flame by a contractor or works personnel, a permit will be sought. The permit should indicate the type of work to be carried out, the duration of the work, any possible implications and numbers and locations of all available fire fighting appliances. Copy to Fire Safety Advisor for the relevant site via fax as per fire alarm.

Before commencing any hot work the area is to be cleared of as much combustible material as possible, with suitable and sufficient means of attacking any outbreak of fire that may occur.

In the case of tar or bitumen boilers, a bund must be provided to contain any leakage or spillage equal to the total contents plus 10%
In any case the hot work must cease at least 1 hour prior to the end of the working shift and examination of the area for any signs of fire or hot spots to be carried out before leaving the site.

All LPG cylinders must be returned to a safe and secure storage area and not left in situ.

Acetylene gas should not be used where there are suitable alternatives.

Fires involving acetylene cylinders directly or indirectly will have very serious implications to the safe running of the hospital site.
Appendix 6 - Guidance Note 2: Arson Prevention

Hospitals are vulnerable to arson attack.

Arson attacks can be a result of mental illness, or be motivated by revenge, grievance, and frustration. Arson is also used as a means to conceal fraud, or is used in association with other crimes, i.e. theft.

Arson or malicious ignition is the cause of approximately one third of the fires the Trust has experienced and is generally on the increase.

Fires starting in or involving waste materials accounts for approximately 30% of our annual statistics. These may be inside or outside, in large or small waste containers, accumulated or singular waste bags, waste skips, and wall mounted used-cigarette containers or any discarded materials.

In all cases good housekeeping is found to reduce the risk of arson by minimising the number of easy opportunities to start fires offered to potential arsonists. Managers should therefore ensure that the advice in Fire Safety Guidance Note 3: Good Housekeeping is followed.

The security of premises plays a large part in the prevention of arson by external agents. Hospitals generally allow easy access and unrestricted passage through large areas of the buildings / estate. In order to minimise the potential risk of arson caused by unauthorised access, security guards and cameras are utilised. However staff should be vigilant and assist by:-

- Wearing identity badges.
- Challenging / reporting to security potential intruders / those acting suspiciously.
- Efficient storage, collection and disposal of waste materials and unwanted items.
- Identification and reporting of possible areas of risk identified throughout the hospital buildings and grounds – i.e. poor storage.
- Attend fire training as required by the Trust’s Mandatory Training Programme.
Appendix 7 - Guidance Note 3: Good Housekeeping

Attention to Good Housekeeping can reduce the risk of fire by both limiting the easy opportunities available for the arsonist, and by controlling the materials or equipment most likely to be involved in other outbreaks.

Avoid the use of highly flammable liquids

Refer to Fire Safety Guidance Note 1

Keep Corridors and Escape Routes Clear

Main corridors, link corridors, staircases, and circulation routes, are all escape routes and possible patient refuges in the initial stages of a fire evacuation.

It is paramount that these areas are not exposed to:

- Obstructions from broken / surplus beds, lockers, filing cabinets and delivery cages.
- Combustibles such as disused mattresses, discarded wheel chairs, black or yellow waste bags, linen bags, and mobile waste containers.
- Fire hazards such as vending machines and photocopiers.

It is also important, in respect of ‘Surface Spread of Flame’ and actual ‘Fire Spread’ that these areas are not contaminated with any combustibles that may constitute anything greater than a ‘zero rated’ wall / ceiling lining (non-combustible). Any other combustible items, including waste materials, posters, advertising material or notice boards that have not been given approval by the Fire Safety Manager are also prohibited.

These are your escape routes - look after them - don’t jeopardise them.

Consider your working areas

Keep store rooms locked.

Ensure the safe use of electrical equipment (see Fire Safety Guidance Note 4).
Correctly Store / Dispose of Combustible Waste.

Waste materials account for 25% of the Trust’s fires.

Fires starting in the open involving waste materials can be the cause of some concern; fires of the same category starting inside a building can have horrific results.

Storage of waste materials should be kept to a minimum and never left in stairways, corridors or other escape routes. Where it is accumulated, it should be stored inside non-combustible, imperforate containers with close fitting lids or doors that are locked against unauthorised interference.

The containers should be removed or emptied at regular intervals, to prevent over flow.

Regular and frequent collection and disposal of waste material is the key to good fire prevention.

Note: a flattened cardboard box will burn less easily then one still in shape.

Open Fires

Open fires are not permitted under any circumstance.
Appendix 8 - Guidance Note 4: Electrical Services

Some 25% of hospital fires involve electrical wiring and equipment.

Electrical installations must be maintained in accordance with good practice, and planned maintenance schemes should be applied as necessary.

Periodic testing and servicing of electrical installations must include electrical resistance and earth continuity tests as prescribed in the Regulations for the Electrical Equipment of Buildings (BS 7671:1992).

Isolators are provided for 400/230 volts supplies in the hospital streets or within the department.

Temporary wiring is potentially dangerous and should be avoided where possible.

Electrical sockets must not be overloaded.

Trailing extension leads should be avoided.

Electrically heated appliances such as film processing units, incubators and drying rooms that are liable to be left switched on while the premises are unoccupied should be provided with a manual reset thermal cut-out device in addition to the control thermostat.

The use of portable heating / cooling appliances should be instigated and controlled by the Estates Department and then only in an emergency – contact the Estates Officer for MMHSCT.

For the safety of Service Users, visitors and staff, all electrical appliances, including equipment brought in from home, purchased by members of staff, accepted as a gift etc will be subjected to an electrical test by the Estates Maintenance Department before use and then annually.

Estates Maintenance Department is controlled by Atkins AM (South), Sodexho (Central), Estates Department (North).

Staff must isolate any defective equipment and report all faults for repair.
Appendix 9 - Fire Fighters Disputes.

It is the responsibility of the Trust to ensure the safe evacuation of Service Users, visitors and staff in any fire situation. Under normal circumstances help and assistance will be available from the Fire Response Team and the Fire Service although legally we should be capable of achieving an evacuation without their assistance.

However, during industrial action by the local authority fire and rescue services, which involves “withdrawal of labour”, assistance from the Fire Service may be completely unavailable and we would have to rely on our own resources. It is therefore imperative especially at these times that we reduce the possibility of fires starting as much as possible.

• Immediately prior to and during industrial action the Trust's Fire Response Team to be increased to:
  - Two Duty Managers / Night Managers,
  - Two Area Fire Wardens.
  - Two Senior Porters
  - Two Security Guards
  - Estates Officer (fire alarms)
  - Security Guards to carry fire extinguishers and evacuation straps in their vehicles to be available at the fire scene.
  - Additional patrols by Security (arson prevention).
  - Extra waste collections as required ensuring that there is no waste or other combustible materials left in corridors.
  - Remove Sulo (wheelie) bins from corridors, especially at night.
  - Ward / Dept. Seniors to complete the Industrial Action Check List to ensure that their area of control is satisfactory.
  - All personnel to maintain vigilance.
  - All “hot work” welding, burning, braising etc. to be suspended for the duration of the action.
  - Restrict the use of toasters to the main kitchen only.
  - Fire Alarm to be taken “off watch” for the duration.

Trust Change Notices (TCNs) will be required for:

“Out of Normal Hours” Estates Officer (Fire Alarms)
Dedicated Porter (Extra waste collection)
Check: -

- Wards / Departments are adequately staffed to deal with an emergency.
- That all “Fire Exits” are freely available for use at all times.
- That all “Exit Routes” are kept available and unobstructed.
- Doors labelled “Fire Doors” will close fully and are kept closed at all times.
- Your fire fighting equipment is adequate, sufficient, of the right type and available.
- That waste materials are kept to a very minimum and not allowed to accumulate.
- Regular inspections are carried out to ensure compliance.
- All fire alarm calls whether manually operated or by detection devices are supported by a 2222 (South), 3333 (North), 2222 (Central) call to switchboard.