



## NHS 24 - Fire Safety Policy and Management Arrangements

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# NHS 24 FIRE SAFETY POLICY

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### NHS 24 Fire Safety Policy

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## 1. SUMMARY

NHS 24 recognises and accepts its responsibility for ensuring the observance of all fire related statutory requirements in the premises that it owns or occupies.

The purpose of the policy is to secure the maximum degree of fire safety in the premises for which NHS 24 is responsible in line with the requirements of the Fire (Scotland) Act 2005, the Fire Safety (Scotland) Regulations 2006 (as amended) and the Fire Safety Policy for NHSScotland. The safety of everyone on the premises is of paramount importance. NHS 24 has the same level of responsibility to NHS 24 staff on non-NHS 24 premises, working in other parts of the NHS in the course of their duties.

## 2. USEFUL INFORMATION

Scottish Government guidance is also available at: -

- Fire Safety Policy for NHS Scotland – current version [Click to View](#)
- Fire (Scotland) Act 2005 – current version [Click to View](#)
- Firecode Scotland, SHTM 83

The following website may also be of interest: -

- Scottish Government Guidance available from - [www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw)

Abbreviations: -

- FSP: Fire Safety Policy
- FSMA: Fire Safety Management Arrangement

## 3. POLICY REVIEW

This policy will be reviewed every 3 years from its effective date and updated as required to take account of changes in the structures of the buildings, their functions and contents, and any other matters, which have a bearing on fire safety to ensure that arrangements put in place, are appropriate to the operating requirements of NHS 24.

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#### 4. POLICY STATEMENT

Effective fire safety management requires a comprehensive fire safety policy, which fulfils the spirit and the letter of the law, which is effectively implemented and which is considered in all business practice and decision making throughout NHS 24.

NHS 24 believes that fire safety is essential and is committed to the development of a fire safety culture throughout the organisation.

NHS 24 will ensure, so far as possible, the safety from fire or its effects in regard to all NHS 24 staff, visitors and others using NHS 24 premises and will have regard to the specific requirement to ensure the safety from fire of NHS 24 staff that work in other parts of the NHS in the course of their duties.

To this end, NHS 24 recognises and accepts its duties under the Fire (Scotland) Act 2005 as amended and the Fire Safety (Scotland) Regulations 2006 to:

- Conduct fire risk assessments in all NHS 24 premises and workplaces, including remote and local sites and act on their findings (Ref FSMA: Section 19).
- Provide fire safety training for all staff in relation to their responsibilities and the conditions of the Act and Regulations (Ref FSMA: Section 16).
- Ensure all premises for which they have responsibility are appropriately protected from the effects of fire through the provision of fire alarm systems, fire extinguishers and other provisions as necessary, on the basis of fire risk assessment (Ref FSMA: Section 6 and Section 8).
- Ensure appropriate fire evacuation procedures are in place for all premises in which they have responsibility and that fire drills are conducted regularly (Ref FSMA: Section 3 and 17).

NHS 24 will take all reasonable steps to meet these responsibilities and, in particular, will within existing management arrangements, devise and develop a range of initiatives and systems which will ensure the continued and systematic development and control of all relevant aspects of fire safety as far as is reasonably practicable across the NHS 24 Estate. In this regard, NHS 24 will comply with guidance and requirements as outlined within:

- Fire Safety Policy for NHSScotland; current version [Click to View](#)
- NHSScotland Firecode;
- Scottish Government Guidance available through <http://www.infoscotland.com/firelaw>

All NHS 24 Managers and Supervisors have personal responsibility for the implementation of this policy and the associated management arrangements. Each member of NHS 24 staff has a legal obligation to take reasonable care for the fire safety of him/herself and of other persons who may be affected by his/her acts or omissions at work and to co-operate with NHS 24 in the achievement of a safe working environment without risks to health. Maintaining fire safety standards at work is a key part of the NHS 24 contract of employment and therefore all employees are required to give the subject of fire safety at work a high priority.

Should members of staff have any difficulties with understanding any aspect of this policy, or require further information in respect of accessibility, interpretation or application of the policy, they should contact the site specific Nominated Officer (Fire) or Deputy Nominated Officer (Fire), HR representative, line manager or staff-side Health & Safety representative.

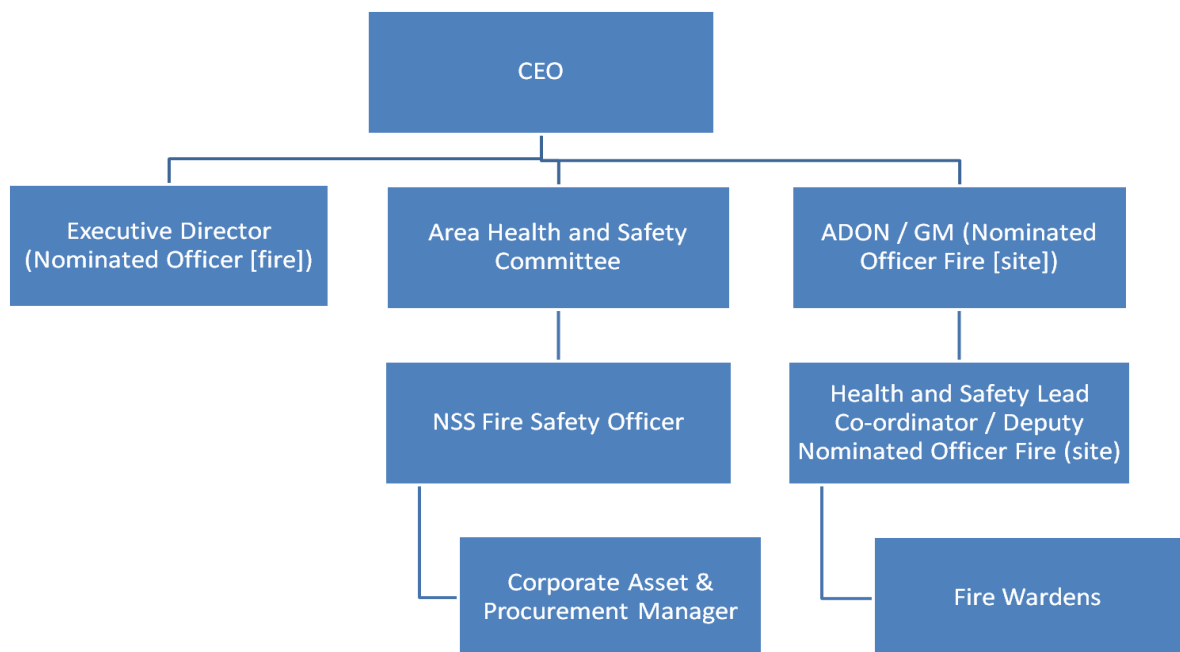
Any breach of this policy by a member of staff may be subject to investigation in accordance with the NHS 24 Disciplinary Policy.

## 5. ORGANISATIONAL FRAMEWORK

NHS 24 has developed a generic organisational management structure with the aim of ensuring improvement in fire safety performance by identifying responsibilities for fire safety within the organisation. Three levels of management are established by virtue of this policy, for ensuring fire safety in the workplace.

- Board level;
- Directorate level;
- Site level.

### Generic Organisational Management Structure



The above chart details corporate organisational arrangements. Site management structures and arrangements are detailed within Site Fire Safety Log Books.

#### **Note:**

Fire safety arrangements for remote and local sites and non-NHS 24 premises used for the purpose of NHS 24 business are the responsibility of NHS 24 Management having due regard to the generality of this policy and management arrangements.



6. ROLES & RESPONSIBILITIES

NHS 24 Fire Safety Policy - Section 6.1 - Responsibilities	
NHS 24 Chief Executive	
	<p>The NHS 24 Chief Executive has overall responsibility for fire safety within the organisation. This responsibility is supported through the appointment of an NHS 24 Executive Director with specific responsibility for fire safety at a strategic level. In addition, the Chief Executive has delegated management responsibility as indicated within the generic organisational management structure.</p>

NHS 24 Fire Safety Policy - Section 6.2 - Responsibilities	
NHS 24 Executive Director/ NHS 24 Nominated Officer (Fire) – Page 1 of 2	
	<p>The nominated NHS 24 Executive Director/ Nominated Officer (Fire) is ultimately responsible to the NHS 24 Chief Executive for ensuring that the NHS 24 Fire Safety Policy is implemented throughout the organisation. The NHS 24 Executive Director/ Nominated Officer (Fire) is responsible for:</p>
<div>Ensuring that fire safety is properly represented at NHS 24 Board level; and ensuring that adequate resources are provided to meet the organisations statutory obligations for fire safety</div> <div>Ensuring the implementation of an annual Fire Safety Programme.</div>	<div>The overall strategy of the organisation in fire related matters</div> <div>Liaising with the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) and shall report to the NHS 24 Board annually on the fire safety performance of the organisation and make recommendations in that regard as appropriate via the Staff Governance Committee Chair</div>

## NHS 24 Fire Safety Policy - Section 6.2 - Responsibilities

### NHS 24 Executive Director/ NHS 24 Nominated Officer (Fire) – Page 2 of 2

The NHS 24 Executive Director/Nominated Officer (Fire) shall also have day to day responsibility for fire safety at a strategic level. The NHS 24 Executive Director/ Nominated Officer (Fire) is responsible for:

Ensuring the application of:

- \* Fire Safety Policy for NHSScotland - current version at see Ref 1
- \* NHSScotland Firecode;
- \* Scottish Government Guidance available at see Ref 2

Ensuring the NHS 24 Chief Executive is informed of any life safety, compliance or business risk

Ensuring that effective fire safety arrangements are in place across NHS 24 and that any breach in these arrangements identified through the NHS 24 fire safety performance management framework and system is addressed

Ensuring that the fire safety provisions of NHS 24 occupiers are not compromised by the activities of landlords or other occupiers

Promoting “best practice” to facilitate fire safety compliance

Co-ordinating the work of the NHS 24 Health & Safety Committee

Development and implementation of the annual NHS 24 Fire Safety Programme in collaboration with the NHS 24 Health & Safety Committee.

Leading on the development of NHS 24 fire safety policy, procedures and performance management framework and system in collaboration with the NHS 24 Health & Safety Committee

The NHS 24 Executive Director/ NHS 24 Nominated Officer (Fire) has nominated deputies across the organisation and also is advised on NHS 24 fire safety performance and technical matters by the NHS 24 Fire Officer (Ref FSP: Section 6.3).

**Ref 1** - Fire Safety Policy for NHSScotland - current version; [Click to View](#)

**Ref 2** - Scottish Government Guidance available through [www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw).

## NHS 24 Fire Safety Policy - Section 6.3 - Responsibilities

### NHS 24 Fire Safety Officer

The Fire Safety Officer, as required by the Fire Safety Policy for NHSScotland, provides specialist technical support in the interpretation and application of the provisions of statutory and mandatory requirements, NHSScotland Firecode, and other officially sanctioned guidance in respect of fire safety in premises owned, occupied or managed by NHS 24. Key responsibilities include:

Advising on the application of the provisions of legislation, NHSScotland Fire Safety Management, NHSScotland Firecode and other appropriate guidance in respect of fire safety in premises owned, occupied or managed by the NHSScotland body

Undertaking comprehensive fire risk assessments as required and annual reviews with site Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators as part of a planned programme of fire inspection visits

Providing regular reports on organisational fire safety performance to the NHS 24 Executive Director/Nominated Officer (Fire) and shall keep appropriate records for that purpose

Formally reviewing and approving, in consultation with NHS 24 Corporate Asset & Procurement Manager, all proposed new building works/alterations or any operational change which could affect the fire safety arrangements or fire integrity of any premises owned, occupied or managed by NHS 24

Providing technical guidance and support to enable the development and delivery of staff fire safety training as appropriate

Ensuring that all NHS 24 staff with specific fire related responsibilities are provided with appropriate training to enable them to discharge their responsibilities

Recommending remedial action when necessary and arranging for accurate records of staff training and fire drills to be kept centrally or locally as appropriate

Advising NHS 24 Corporate Asset & Procurement Manager on the provision of siting and maintenance of all fire fighting equipment, fire safety signs and notices

Conducting all investigations relating to fires and fire incidents occurring in any NHS 24 premises or vehicles, liaising with the fire authorities and keeping records of all fire incidents and ensuring that fire reports are prepared and reported in line with the Fire Safety Policy for NHSScotland, Mandatory Requirements - current version

Providing appropriate advice and guidance on fire safety matters as required

Ensuring that all specialist fire safety advisory services including fire safety audits, fire risk assessments and building inspections are planned and delivered in line with the agreed annual programme of works

Producing a report on organisational fire safety performance annually in liaison with the NHS 24 Executive Director/ NHS 24 Nominated Officer (Fire) Nominated Officer (Fire)(Ref FSP: Section 6.2) and NHS 24 Area Health & Safety Committee



## NHS 24 Fire Safety Policy - Section 6.4 - Responsibilities

### Area Health & Safety Committee

The NHS 24 Area Health & Safety Committee has been set up to support the NHS 24 Nominated Officer (Fire) in promoting “best practice” to facilitate fire safety compliance and to co-ordinate fire safety activity across NHS 24. Key responsibilities include:

Ensuring that all fire safety implications for NHS 24 staff and property are fully recognised and appropriate action taken by NHS 24 management

Endorsing and monitoring delivery and performance of the annual NHS 24 Fire Safety Programme

Reviewing the NHS 24 wide fire safety policy, procedures, training and performance management framework as required and recommending any changes for approval through the Area Health & Safety Committee

Monitor the effectiveness of all NHS 24 fire safety management arrangements and NHS 24 fire safety performance by review of regular progress reports and other written outputs

Manage, monitor and support appropriate and effective fire safety communications with staff and other stakeholders

## NHS 24 Fire Safety Policy - Section 6.5 - Responsibilities

### NHS 24 Associate Director of Nursing (ADON)/ General Manager

NHS 24 ADON/General Manager shall have day to day responsibility for fire safety at an operational level within their areas of responsibility. They will be accountable to the Director of Unscheduled Care for that site. Key responsibilities include:

The appointment of site specific Deputy Nominated Officers (Fire) (Ref FSP: Section 6.6) whether the premises are staffed or un-staffed (unless managed by non- NHS 24 main occupier of the building)

Responsible for day to day fire safety at a site operational level

Controlling and managing their areas of responsibility with regard to compliance with all statutes, site housekeeping procedures and fire safety policies and procedures including this policy and the related management arrangements;

Ensuring that all staff with site fire safety responsibility are appropriately trained and that all staff are provided with regular fire safety awareness training (Ref FSMA: Section 16)

Ensuring that risk assessment action plans are fully implemented (Ref FSMA: Section 23)

Ensuring appropriate management and staff communications on fire safety matters

Ensuring that appropriate and effective emergency fire action plan arrangements are developed, implemented and disseminated to staff (Ref FSMA: Section 23)

In accordance with the Fire (Scotland) Act 2005 co-operating with other occupiers to ensure an appropriate standard of fire safety is maintained

Appointing Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6) and assistant(s) as appropriate to ensure the day to day management of fire safety

Ensuring that a fire risk assessment has been carried out and that the report is on site in all premises for which she/he is responsible and is immediately available to the Fire Authorities and other occupiers

Ensuring all identified actions arising from the fire risk assessments, site inspections, drills, incidents, etc. are implemented timeously

Ensuring appropriate contingency plans to cover failure of life safety systems and to enable business continuity (Ref FSMA: Section 20)

## NHS 24 Fire Safety Policy - Section 6.6 - Responsibilities

### Health & Safety Lead Co-ordinators/Deputy Nominated Officer (Fire)

Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators is accountable to the ADON/General Manager. This person is responsible for the day to day fire safety arrangements on site. Key responsibilities include:

Ensuring an appropriate number of trained Fire Wardens (Ref FSP: Section 6.7) are in place to ensure that a fire evacuation can take place safely

Evaluating the effectiveness of all evacuations to identify and inform staff of lessons learned

Maintaining the fire log book and associated records as applies for the building. The fire log book covers actions and records for systems maintenance, fire drills, training, and fire reports (Ref FSMA: Section 22)

Liaising with the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) on fire safety issues to ensure compliance and maintain fire safety standards, with particular emphasis on the local fire policy and procedures, fire risk assessment and review, and taking action on the resulting fire risk assessment action plan through the use of the monthly fire action plan update

Ensuring that the agreed local fire action plan is implemented and routinely reviewed and that the plan ensures the effective evacuation of staff, young persons, disabled and visitors and that it supports the effective operation of any personal emergency evacuation plan (PEEP), the completion of fire safety checks, and that suitable access for Fire and Rescue Service appliances is maintained at all times

Ensuring fire drills (Ref FSMA: Section 17) are managed and monitored in accordance with Firecode and that outcome of each drill is recorded and details issued to enable the NHS 24 Fire Safety Officer & ADON/General Manager to assess the effectiveness of fire procedures and adequacy of fire training

Ensuring that all fire related incident(s) are reported immediately to the NSS Fire Safety Officer (Ref FSP: Section: 6.3), NHS 24 Executive Director/ NHS 24 Nominated Officer (Fire) (Ref FSP: Section: 6.2) and NHS 24 Corporate Asset & Procurement Manager (Ref FSP: Section: 6.8). Also that serious fires involving damage, injury or fatality are reported as detailed in the Fire Safety Policy for NHSScotland, Mandatory Requirements – current version

Ensuring appropriate contingency plans to cover failure of life safety systems and to enable business continuity (Ref FSMA: Section 20)

Co-operates with other site occupiers with regards Site Fire Safety Standards

Ensuring fire safety performance is reported regularly to the NHS 24 Health & Safety Committee, ensuring that all staff for whom they have fire safety responsibility are appropriately trained with regard to:

- the action to take in the event of a fire;
- the prevention of fire;
- the use of first aid fire fighting equipment;
- observing basic fire precautions;
- Participating in the fire safety training and drills

NHS 24 Fire Safety Policy - Section 6.7 - Responsibilities			
Fire Wardens			
	Fire Wardens are nominated by NHS 24 ADON/General Manager (Ref FSP: Section: 6.5) and organised by and accountable to the Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section: 6.6) for each site. Key responsibilities include		
	Ensuring that in the event of the fire alarm sounding, their area of responsibility within the building is safely evacuated by all persons without endangering their personal safety	Reporting to the Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators the effectiveness of the evacuation i.e. that their area of the building is safely evacuated by all persons or that persons are remaining	To assist the Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators in ensuring that the agreed local fire action plan is implemented and routinely reviewed and that the plan ensures the effective evacuation of staff, young persons, disabled and visitors and the completion of fire safety checks

NHS 24 Fire Safety Policy - Section 6.8 - Responsibilities			
Corporate Asset & Procurement Manager			
	The NHS 24 Corporate Asset & Procurement Manager is responsible for ensuring that all NHS 24 sites are procured, equipped, managed and maintained in accordance with appropriate statutory fire safety compliance guidance. Key responsibilities include:		
	Ensuring that all proposed new buildings and/or building works and alterations (Ref FSMA: Section 5) are designed and constructed in accordance with the appropriate building regulatory standards and fire statutes and taking cognisance of advice from NHS 24 Fire Safety Officer	Ensuring that all existing buildings, associated systems including automatic fire detection systems, fixtures and fittings (Ref FSMA: Section 5) within their control are subject to routine planned preventative maintenance and are maintained in a condition which minimises the risk of fire	Ensure that all fire safety equipment (Ref FSMA: Section 8) is installed and maintained in a fully operational condition in accordance with appropriate British and/or European legislation
	Ensure that suitable arrangements are in place so that all works undertaken by contractors are followed in order to minimise the risk of fire		

NHS 24 Fire Safety Policy - Section 6.9 - Responsibilities		
Staff and Volunteers		
	Staff and volunteers should take reasonable care for the fire safety of themselves and of other persons who may be affected by their acts or omissions at work. In this regard staff and volunteers are required to co-operate with NHS 24 Management in ensuring the effective implementation of this Policy and local Fire Safety arrangements. Key responsibilities include:	
	<div>Familiarising themselves with this policy and local fire safety arrangements</div> <div>Adopting safe working practices in relation to fire prevention, including site housekeeping procedures and reporting of faults and risks to their line manager who in turn is responsible for reporting said matters to Deputy Nominated Officer (Fire)/Health &amp; Safety Lead Co-ordinators (Ref FSP: Section 6.6)</div>	<div>Following all instructions given by responsible persons as detailed in this policy</div> <div>Obtaining permission from NHS 24 Corporate Asset &amp; Procurement Manager prior to the introduction of any non-operational supplementary electrical appliances</div> <div>Participate in all fire safety training programmes provided for them</div>
	All staff and volunteers identified with specific building evacuation requirements under the Equality Act (2010) will have a documented Personal Emergency Evacuation Plan (PEEP) in place. The responsibility for ensuring that a PEEP is in place lies with the individual and their Line Manager. The Line Manager is responsible for liaising with the Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section: 6.6) to ensure the effectiveness of the PEEP.	

NHS 24 Fire Safety Policy - Section 6.10 - Responsibilities	
Visitors & Contractors	
	<p>All visitors and contractors are required to comply with local fire safety arrangements, which must be brought to their attention on arrival at NHS 24 premises in accordance with local arrangements. The primary responsibility for ensuring effective fire safety arrangements in respect of visitors and contractors lies with the NHS 24 host/organiser.</p>

## NHS 24 FIRE SAFETY MANAGEMENT ARRANGEMENTS

### **1. LIAISON WITH SCOTTISH FIRE AND RESCUE SERVICES**

NHS 24 recognises the importance of effective liaison with Fire and Rescue Services in respect of fire precautions and possible fire fighting in all premises.

The NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) is responsible for co-ordinating and monitoring that liaison, which includes site visits and familiarisation, periodic exercises, current legislation, codes of practice, etc. and anything else, which impinges upon fire safety within NHS 24

The appointed Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6) supported by Fire Wardens (Ref FSP: Section 6.7) will ensure that the fire safety arrangements are maintained. NHS 24 ADON/General Manager (Ref FSP: Section 6.5) as Site Duty Holder will ensure that, TU Safety Representatives, staff and other building occupiers are informed of the outcomes of the fire risk assessments and the progress of the risk assessment fire action plan.

### **2. PERFORMANCE MANAGEMENT AND MONITORING ARRANGEMENTS**

The NHS 24 Fire Safety Performance Management Framework comprises of the following key elements:

#### **2.1 Fire Risk Assessment / Fire Site Inspections**

The NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) in conjunction with Deputy Nominated Officer (Fire) (Ref FSP: Section 6.6) undertakes fire risk assessments and regular inspections for all NHS 24 sites in accordance with an agreed programme.

The Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators co-ordinates and progresses the implementation of all recommendations arising from the fire risk assessment/inspection in accordance with agreed priorities and timescales and ensures that the assessment report is available for the Fire Authorities and other occupants.

Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators also ensures regular fire safety inspections, tests and maintenance are undertaken and recorded in conjunction with NHS 24 Corporate Asset & Procurement Manager, as appropriate.

## **2.2 NHS 24 Area Health & Safety Committee Performance Monitoring and Review**

The NHS 24 Nominated Officer (Fire) (Ref FSP: Section 6.2) supported by the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) and the NHS 24 Area Health & Safety Committee (Ref FSP: Section 6.4) regularly reviews the following:

- Progress against annual NHS 24 Fire Safety Programme;
- Progress against completion of annual fire risk assessments/site inspection programme;
- Implementation of site fire risk assessment action plans;
- Fire incidents and events;
- Delivery of fire safety training at an NHS 24 wide and individual site level;
- Building proposals e.g. new build, change of design, change of use where these are significant.

The NHS 24 Nominated Officer (Fire) (Ref FSP: Section 6.2) is responsible for ensuring that reports on all NSS wide fire safety performance matters are reported regularly to:

- NHS 24 Area Health & Safety Committee
- NHS 24 Executive Management Team;
- NHS 24 Staff Governance Committee.

### 3. FIRE PROCEDURES

All NHS 24 premises must have an established and clearly defined procedure to be followed by everyone on the premises in the event of a fire.

Fire procedures must be specific to the nature and requirements of individual premises and where necessary areas within those premises evacuation procedures must be included. The principal objective of the procedures is to achieve a rapid and effective response to all fire alarms and fire emergencies in order to safeguard life and property, and minimise disruption.

Fire procedures will include instructions for:-

- raising the alarm in the event of fire;
- evacuation of all persons (including those with specific DDA requirements), except in in-patient facilities where other appropriate arrangements based on horizontal evacuation may have precedence;
- calling the Fire and Rescue Services;
- staff action on hearing the alarm;
- the co-ordination of emergency action;
- first aid fire fighting;
- Assessment and reporting of the event.

The NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) formulates and periodically reviews fire procedures on each site in consultation with Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6) and with other occupiers where appropriate.

In all NHS 24 premises FIRE ACTION notices will be exhibited in a conspicuous position stating the essential action to be taken on discovering fire and on hearing the fire alarm.

In the event of a fire alert, the fire action plan (Ref FSMA: Section 23) will be supervised by Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6) supported by local Fire Wardens (Ref FSP: Section 6.7).



#### **4. MEANS OF ESCAPE**

The NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) in conjunction with Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6) ensures that there are adequate means of escape in all premises, established according to the following principles:

- NHS 24 shall ensure in all its premises that the means of escape shall comply with the relevant statutes, in particular the NHS codes of practice (NHS Scotland Firecode) where appropriate or other national standards including the Scottish Government series of occupancy specific compliance guides to support the Fire (Scotland) Act 2005, and British and European Standards.
- NHS 24 shall ensure that suitable and sufficient fire risk assessments are carried out in all its premises and that where deficiencies are identified shall implement remedial works on the basis of risk priorities; and shall from time to time review the fire risk assessments.
- Where building or engineering works of any sort are being carried out in any building, NHS 24 undertakes to ensure that the works do not obstruct the means of egress from the building, or inhibit or prevent the fire alarm from being used or operating unless acceptable alternative arrangements are agreed and implemented at the commencement of the works.
- NHS 24 shall ensure appropriate supporting arrangements are in place so that the means of escape can be safely and effectively used e.g. emergency lighting, signs and notices, means for extinguishing fire (fire extinguishers), appropriate fastenings on exit doors so that doors can be opened in one action without the use of a key.
- NHS 24 shall ensure, as a component of a system of fire safety training, that all staff, including supervisors and managers, are aware of their responsibilities in:
  - the event of discovering a fire;
  - the event of hearing a warning of fire;
  - preventing fire as a core component of the system of work they adopt at all times in the workplace;
  - complying with the reasonable instructions of their employer in regard to all fire safety matters including attendance at training sessions;
  - Fire safety arrangements are adopted by NHS 24 on the basis that it is responsible for the evacuation of all persons in its premises and that the Fire and Rescue Service is responsible for the rescue of persons; but in other circumstances is not normally responsible for the conduct of evacuation.

#### **5. BUILDING DESIGN AND ALTERATIONS**

NHS 24 recognises the importance of incorporating structural fire precautions in the buildings for which it is responsible, utilising compartmentation and fire resisting materials and methods for construction.

All new buildings and alterations to existing buildings must comply with the requirements of current Building Regulations and with the Fire Safety Policy for NHSScotland and NHSScotland

Firecode, as appropriate.

The NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) in conjunction with NHS 24 Corporate Asset & Procurement Manager (Ref FSP: Section 6.8) will review design proposals for all new buildings and alterations to existing buildings ensuring full compliance in this regard.

## **6. AUTOMATIC FIRE DETECTION AND WARNING SYSTEMS**

All NHS 24 premises must have an automatic fire alarm and detection system designed, installed and maintained in accordance with NHSScotland Firecode (SHTM82) and BS 5389; Part 1, as appropriate.

NHS 24 Corporate Asset & Procurement Manager (Ref FSP: Section 6.8) ensures that these systems are maintained and serviced, in accordance with BS5839; Part 1. Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6) for each site ensures that all tests and faults are recorded in the site fire safety log book.

## **7. EMERGENCY LIGHTING**

In all NHS 24 properties, where NHS 24 has the responsibility for emergency lighting, the NHS 24 Corporate Asset & Procurement Manager (Ref FSP: Section 6.8) will ensure these systems are maintained and serviced by approved contractors in accordance with the appropriate recommendations of BS 5266 Part 1, and BS EN 50172:2004

## **8. FIRST AID FIRE FIGHTING EQUIPMENT**

Where NHS 24 has the responsibility for first aid fire fighting equipment, the NHS 24 Corporate Asset & Procurement Manager (Ref FSP: Section 6.8) will ensure that this equipment is serviced and tested by approved contractors according to:

- BS 5306 and relevant benchmark standards - examined annually by the appropriate contractor in accordance with Part 3;
- the requirements of the site fire risk assessment;
- The NHS 24 Fire Safety Officer's recommendation.

All staff must be aware of and be kept aware of the:

- location and correct procedures for the use of fire fighting equipment;
- Need to keep fire fighting equipment accessible and free from obstruction at all times.

## **9. ACCESS FOR FIRE APPLIANCES**

As far as is practicable, the Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6), the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) and representatives of the local Fire Authority will agree access routes for fire fighting appliances in all premises.

The Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators or NHS 24 Fire Safety Officer, as appropriate, will make the necessary arrangements to ensure that these routes to be kept clear of parked vehicles and other obstructions.

During training, all staff must be made aware and reminded that they have a continuing responsibility for ensuring that access routes are kept clear.

## **10. SURFACE FINISHES, FURNITURE, FURNISHINGS AND TEXTILES**

Members of staff must be made aware that they must not introduce furniture and furnishings, which do not conform to the appropriate standards of fire retardancy. Questions about fire retardancy and any related matters should be referred to the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3).

## **11. ELECTRICAL EQUIPMENT**

Fire precautions associated with electrical equipment must be based on risk assessment as required by the Fire Safety (Scotland) Act 2005 as amended and the Fire Safety (Scotland) Regulations 2006.

As far as practicable, all existing electrical equipment and its wiring must be checked periodically by a competent person (portable and fixed appliance testing). All new electrical equipment not displaying the British Safety Standard Kitemark must be checked by a competent person before it is used.

All electrical equipment must comply with the Electricity at Work Regulations 1989, and have an appropriate planned preventative maintenance schedule.

No non-operational supplementary electrical equipment must be introduced to NHS 24 premises without the permission of NHS 24 Corporate Asset & Procurement Manager.

## **12. SMOKING**

In accordance with the Smoking, Health and Social Care (Scotland) Act 2005, a No Smoking Policy applies throughout NHS 24 occupied buildings and is applied in accordance with the provisions of the Act.

## **13. CHEMICALS AND SOLVENTS**

Fire precautions associated with the use and storage of chemicals, solvents and other combustible materials e.g. paper, must be implemented in accordance with the guidelines set out in the relevant sections of Firecode SHTM 83; Section 8 – Use and storage of Flammable Substances, and associated Codes of Practice.

## **14. FIRE PRECAUTIONS IN SPECIFIC AREAS**

NHS 24 recognises and endorses the importance of enhancing fire precautions in specific areas of high fire risk, such as waiting areas, kitchens and laboratories.

The staff in these areas must be made aware of the specific risks and precautionary measures as outlined in appropriate Fire Practice Notes and associated publications.

The NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) will make regular visits and inspections of high fire risk areas within NHS 24 as part of his/her annual programme of site visits, in order to ensure that fire precautions are maintained to a high standard.

## **15. GENERAL FIRE PRECAUTIONS**

Through training and instruction, all staff must be made aware of the general principles of fire prevention detailed in the relevant sector specific Scottish Government Guide, available at [www.infoscotland.com/firelaw](http://www.infoscotland.com/firelaw) and Firecode Scotland, SHTM 83, as applicable.

## 16. STAFF TRAINING

NHS 24 places particular importance on the need for staff to receive regular and appropriate fire safety awareness training.

Every employee must receive fire safety awareness as part of the initial induction process, which should be undertaken as soon as possible following commencement of employment. Thereafter employees must receive fire safety awareness training based on and at a frequency determined by a fire safety training needs analysis undertaken by the NHS 24 Area Health & Safety Committee supported by NHS 24's Fire Safety Officer.

Fire safety awareness training will be provided internally through e-learning modules.

The training of staff in regard to the evacuation needs of those for whom a personal emergency evacuation plan (PEEP) is in place in line with the Equality Act (2010) should be identified in the fire safety training needs analysis. Such training, and the contents of the PEEP itself, may require a multi disciplinary approach depending on the circumstances it is intended to address, including the fire safety trainer, manual handling trainer, health and safety advisor, the staff member for whom the PEEP is in place and other staff members who may have to assist in an evacuation. Staff training should be regularly refreshed and the content of the PEEP regularly reviewed.

The purpose of fire safety training is to make all staff aware of the following key points in respect of fire precautions:

- the nature of fire and smoke and the causes of fire;
- the principles of fire prevention;
- immediate action on discovering a fire;
- immediate action on hearing the alarm;
- structural fire protection;
- the control of fire and smoke;
- first aid fire fighting and associated equipment;
- The principles and practice of evacuation including specific personal emergency evacuation plan (PEEP) requirements under the Equality Act (2010).

The objective of fire safety awareness training is to ensure that all staff:

- understand the character of fire, smoke and toxic fumes;
- know the fire hazards involved in the working environment;
- practice and promote fire safety and prevention;
- know the immediate action to be taken in the event of fire;
- Understand the principles of first aid fire fighting and evacuation.

Nominated Officer Fire is responsible for ensuring that every member of staff receives

appropriate fire safety awareness training and that records are maintained in this regard.

## **17. FIRE DRILLS AND EXERCISES**

As far as practicable, fire drills will be conducted at all NHS 24 premises at least once per year simulating a variety of conditions – e.g. one or more escape routes blocked.

Fire drills will be organised by the NHS 24 ADON/General Manager) (Ref FSP: Section 6.5) in conjunction with the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) and any other building occupants where there is joint occupancy as appropriate.

Fire drill procedure will vary according to circumstances, but in general an element of surprise will be maintained. Drills should not be allowed to prejudice the health and safety of staff and visitors, or to breach the integrity of the health care environment.

## **18. REPORTING PROCEDURES**

For reporting purposes, a “serious fire” is defined as any fire involving:

- death or injury;
- closure of a significant part of a building;
- destruction of a significant part of a room in a building;
- significant destruction of NHS 24 property or equipment;
- Business or societal loss of access to an NHS facility.

In all premises, there must be a procedure maintained by the Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6) for ensuring that all fire incidents and fire alarm activations are recorded and reported to the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) using the standard proforma, as detailed in the fire safety log book.

Any fires that incur death, injury or significant disruption to patient services must also be reported immediately to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

All fires must also be reported to the Scottish Government Health Directorates in accordance with the requirements of the Fire Safety Policy for NHSScotland, Mandatory Requirements - current version. This will normally be undertaken by the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3).

## **19. FIRE RISK ASSESSMENT**

The NHS 24 Nominated Officer (Fire) (Ref FSP: Section 6.2) is responsible for ensuring that a fire risk assessment has been carried out and that the report is on site in all premises for which he/she is responsible. It must be available for the Fire Authorities and other occupants, and risk reductions must be actioned in accordance with the instructions on the report form. Any problems are to be referred to the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) who will advise and report back to the Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP:

Section 6.6).

## **20. CONTINGENCY PLANS**

Contingency plans to cover failure of life safety systems, such as fire detection and alarm systems, sprinklers or smoke control, must be developed by the NHS 24 ADON/General Manager (Ref FSP: Section 6.5), in conjunction with NHS 24 Corporate Asset & Procurement Manager (Ref FSP: Section 6.8), the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) and other building occupiers, as appropriate.

## **21. NOTIFICATION: EXTERNAL AGENCIES AND PARENTS OF EMPLOYED CHILDREN & YOUNG PERSONS**

Where any young person/s (under the age of 18 years) are employed/are on work experience the Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6) are responsible for ensuring that a risk assessment is conducted in accordance with the requirements of the Fire Safety (Scotland) Regulations 2006, Part II.

Where a child is on work experience (under the age of 16 years) the Deputy Nominated Officer (Fire)/Health & Safety Lead Co-ordinators (Ref FSP: Section 6.6) is responsible for ensuring that the parent/s or guardian/s are provided with relevant information on the risks to which their child may be exposed in accordance with the requirements of Fire Safety (Scotland) Regulations 2006, Part III; 18(2).

## **22. FIRE LOGBOOK**

All NHS 24 premises must hold and maintain a fire log book to record actions, records for systems maintenance, fire drills, training and fire reports which must be immediately available for inspection by the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3), Fire Authorities or other statutory authorities.

## **23. EMERGENCY FIRE ACTION PLAN ARRANGEMENTS**

The NHS 24 ADON/General Manager (Ref FSP: Section 6.5), for each site is responsible for developing in conjunction with the NHS 24 Fire Safety Officer (Ref FSP: Section 6.3) local plans, with consideration to fire risk assessment, to ensure the safe evacuation of all occupants, and occupiers of multi occupied premises, in the event of fire or other emergencies, to include:

### Plan Contents:

- method of warning;
- what to do in the event of discovering fire;
- what to do in the event of a fire (hearing the alarm – evacuation), including phased evacuation;
- arrangements for calling the Fire and Rescue Service;
- specific action to be taken by the person in charge when the fire alarm activates or a fire is discovered;
- procedure to be followed to evacuate the premises, taking into account any personal emergency egress plans (PEEP);
- where persons should assemble or be taken after they have left the premises;
- what procedures are for checking whether the premises have been evacuated;

- arrangements for fighting fire by staff trained in the use of portable fire extinguishers;
- details of any processes, machines or power supplies that need to be stopped or isolated in the event of a fire;
- procedures for meeting the Fire and Rescue Service on their arrival and notifying them of the circumstances of the incident, whether all persons are accounted for and the presence of any special dangers.

### Revision History

Version	Date	Status	Author	Remarks
6	Sept 2015	Final	D Barron	Re-written by NSS