



Fire Safety Policy

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V1.0	November 2022	Approved by Compliance and Risk Group

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Equality Analysis	Completed on 26 th July 2022
Linked procedural documents	Fire Safety Management and Governance Protocol
Dissemination requirements	Intranet
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination based on spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and fostering good relations between people from different groups. This policy applies to all individuals working at all levels and grades for the Trust, including senior managers, officers, directors, non-executive directors, employees (whether permanent, fixed-term, or temporary), consultants, governors, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with the Trust.

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All Trust policies can be provided in alternative formats.

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1. Introduction

East of England Ambulance Service NHS Trust (hereafter referred to as the Trust) is committed to complying with The Regulatory Reform (Fire Safety) Order 2005 rev 2006 and the obligations the Trust has under the following supporting legislation:

- Health and Safety at Work Act 1974.
- Workplace (Health Safety and Welfare) Regulations 1992.
- Building Regulations 2019 Approved Document B Volume 2 Buildings other than Dwellings.
- Dangerous Substances and Explosive Atmospheres Regulations 2002.
- Construction (Design and Management) Regulations 2015.
- NHS Firecode HTM05.00 and its relevant Policy and Principles.

Key messages:

- To minimise the likelihood of a fire occurring
- To provide an environment that is safe and that minimises risks due to fire for all patients, staff and public
- To minimise the impact of a fire life safety, service continuity, protection of property (corporate and personal), reputation, and the environment
- To comply with fire safety legislation
- To comply with mandatory and best practice guidance.

2. Purpose

To provide an unambiguous statement of fire safety policy applicable to the East of England Ambulance Service NHS Trust.

3. Policy Aims

This fire safety policy aims to minimise the incidence of fire throughout all activities provided by, or on behalf of, East of England Ambulance Service NHS Trust.

Where fire occurs, this policy aims to minimise the impact of such occurrence on life safety, the delivery of patient care, the environment and property.

3.1 Implementation

- The Trust board expects those tasked with managing aspects of fire safety to:
diligently discharge their fire safety responsibilities as befits their position
- Have in place a clearly defined management structure for the delivery, control and monitoring of fire safety measures
- Have in place a program for the assessment and review of fire risks
- Develop and implement appropriate protocols, procedures, action plans and control measures to mitigate fire risks, comply with relevant legislation and, where practicable, codes of practice and guidance
- Develop and disseminate appropriate fire emergency action plans pertinent to each department/ building/ area to ensure the safety of occupants, protect the delivery of service, and, as far as reasonably practicable, defend the property and environment
- Develop and implement a program of appropriate fire safety training for all relevant staff
- Develop and implement monitoring and reporting mechanisms appropriate to the management of fire safety.

4. Application

This policy applies wherever East of England Ambulance Service NHS Trust owes a duty of care to service users, staff, or other individuals.

5. Facilitation

The Trust board of directors will discharge its responsibilities as a provider of healthcare to ensure that suitable and sufficient arrangements are in place to manage fire-related matters, and governance.

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- Provide appropriate levels of investment in the Estate and Personnel to facilitate the implementation of suitable fire safety precautions
- Facilitate the development of partnership initiatives with stakeholders and other appropriate bodies in the provision of fire safety, when reasonably practicable.

6. Monitoring compliance with and the effectiveness of this document

The Trust board of directors will monitor the implementation of this policy through,

- Periodic review of fire and false alarm incident reports
- Periodic review of fire safety training records
- Periodic review of fire service notices and communications
- Fire safety audit reports
- Periodic third-party fire safety audit.

7. Responsibilities

The governance structure for fire safety management and detailed roles and responsibilities are presented in the Fire Safety Management and Governance Protocol.

8. References

Current fire safety legislation and fire management best practice guidance can be found in the Fire Safety Management and Governance Protocol.

9. Associated documents

Fire Safety Management and Governance Protocol

Equality and diversity statement

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This document complies with the East of England Ambulance Service NHS Trust equality and diversity statement.

Disclaimer

It is **your** responsibility to check against the electronic library that this Policy is the most recent issue of this document.

Appendix A

Fire Safety Management and Governance Protocol

1. Introduction

This protocol sets out the strategic framework for fire safety management and governance for The East of England Ambulance Service NHS Trust.

2. Purpose

The purpose of this document is to outline the Trusts policy and commitment to the management of risk from fire, fire safety roles and responsibilities, and arrangements for fire safety. It aims to raise fire safety standards across the organisation by ensuring that all managers make suitable arrangements for the management of fire risk, and that all employees engage in, and be responsible for fire safety. It aims to provide an effective fire prevention strategy to ensure the management of fire safety so that fires are unlikely to occur, but if they do occur, they are likely to be controlled or contained quickly, effectively, and safely and that everyone in the premises is able to escape to a place of safety easily and quickly. This Policy is supported by the Fire Safety Procedure and several Standard Operating Procedures (SOPs).

3. Duties

3.1 The Board of Directors.

- has overall accountability for the activities of the organisation, which includes fire safety.

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- will ensure that they receive appropriate assurance that the requirements of current fire safety legislation are being met.
- discharge the responsibility for fire safety through the **Chief Executive**.

3.2 The Chief Executive.

- will, on behalf of the **Board of Directors**, be responsible for ensuring that current fire legislation is complied with and where appropriate, Department of Health Fire code guidance is implemented in all premises owned, occupied or under the control of the Trust.
- discharge the day-to-day operational responsibility for fire safety through The **Infrastructure and Estates Programme Lead**. Board Level Director (Fire Safety).
- **The Infrastructure and Estates Programme Lead** is responsible for ensuring that fire safety issues are highlighted at Board level.
- This responsibility will extend to the proposal of programmes of work relating to fire safety for consideration as part of the annual business planning process.
- This will include the management of fire related components of the capital programme and future allocation of funding.
- At an operational level, **The Infrastructure and Estates Programme Lead** will assist the **Chief Executive** with Board level responsibilities for fire safety matters.
- ensure the Trust is compliant with all fire related legislation and can prove compliance.
- ensure that the Trust has in place a clearly defined fire safety policy and relevant supporting procedures.
- ensure that all work which has implications on fire precautions in new and existing Trust buildings is carried out to a satisfactory technical standard and conforms to all prevailing statutory and mandatory fire safety requirements (including DH Firecode).
- ensure that all proposals, for new buildings and alterations to existing buildings, are referred to the **Fire Safety Manager** before building control approval is sought.

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- ensure that all passive and active fire safety measures and equipment are maintained and tested in accordance with the latest relevant legislation/standards and that comprehensive records are kept.
- ensure co-operation between other employers where two or more share Trust premises.
- ensure through senior management and line management structures that full staff participation in fire training and evacuation drills is maintained.
- ensure that agreed programmes of investment in fire precautions are properly accounted for in the Trust's annual business plan.
- ensure that an annual certificate of fire safety management is evidenced prior to signature by the **Chief Executive**.
- fully support the **Fire Safety Manager**.

In line with delegated authority, **The Infrastructure and Estates Programme Lead** will devolve these duties to the **Head of Estates and Facilities** but accepts that he/ she retains accountability as the board level director with responsibility for fire safety.

3.3 Head of Estates and Facilities

- **The Head of Estates and Facilities** will undertake to carry out the duties delegated to him/her by **The Infrastructure and Estates Programme Lead**.

3.4 Fire Safety Manager

The Fire Safety Manager will be appointed by **The Infrastructure and Estates Programme Lead** and will be responsible for:

- raising awareness of all fire safety precautions and their purpose throughout the Trust.
- the operational management of fire safety risks identified by the fire risk assessments.
- compliance with legislation in relation to fire safety.

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- reporting of non-compliance with legislation, policies and procedures to the Head of Estates and Facilities.
- ensuring that requirements relating to fire procedures for less-able staff, and visitors are in place.
- the development, implementation and review of the organisation's fire safety policy and procedures.
- The development and implementation of the organisation's fire safety strategy.
- the development and delivery of an effective fire safety training programme.
- the reporting of fire incidents in accordance with Trust policy and external requirements.
- monitoring and reporting of unwanted fire signals.
- liaison with external enforcing authorities.
- liaison with Trust Managers.
- monitoring the inspection and maintenance of fire safety systems to ensure it is carried out.
- ensuring that fire audits and fire risk assessments are undertaken, recorded and suitably reported.
- obtaining expert advice on fire legislation.
- obtaining expert technical advice on the application and interpretation of fire safety guidance, including NHS Firecode.
- providing a link to the relevant Trust Committees.
- providing professional advice on all capital projects and minor works schemes.

3.5 Fire Safety Engineer

The services of a ***Fire Safety Engineer*** may be required for any potential fire safety engineered solutions that are proposed in Trust premises.

A Fire Safety Engineer will provide technical input and advice to ensure where appropriate that project works conform to all relevant legislation and, wherever practicable, Firecode and other relevant codes of practice and guidance.

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- Where appropriate compiling or assessing the fire strategy report for the project works and the fire strategy drawings.
- Where appropriate, assisting in the production of project specifications.
- Assisting in formulating fire emergency action plans for the areas related to the project works, and those area that may be affected by the project works.
- Where required providing timely comments and recommendations in relation to project submissions.
- Where appropriate providing timely fire safety approval at key project milestones.
- Assisting in the validation of construction works as directed by the supervising officer.
- Participating in post-project evaluation and providing constructive feedback as appropriate.

3.6 Competent Persons

Installers and maintainers of fire safety equipment will be commissioned by the Estates operational team managed by the **Head of Estates and Facilities** and must be able to demonstrate a sound knowledge and specific skills in the specialist service being provided. This may include the installation and/or maintenance of related fire safety equipment/services such as:

- fire alarm and detection systems
- portable firefighting equipment
- fire suppression systems
- fire dampers
- firefighting hydrants etc

3.7 Department Managers/Heads of Service.

Heads of Service are responsible for:

- monitoring fire safety within their respective workplaces and ensuring that contraventions of fire safety precautions do not take place

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- ensuring that this document and relevant fire safety instructions are brought to the attention of staff through local induction and ongoing staff refresher training.
- ensure that every member of their staff attends fire safety training as set out in the Trust Mandatory fire safety training programme.
- ensure that all new staff, on their first day, are given basic familiarisation training within their workplace, to include:
 - local fire procedures and evacuation plan
 - means of escape
 - Means of raising the alarm or location of fire alarm manual call points
 - firefighting equipment
 - any significant risks
- keep a record of staff attendance at fire safety training and to ensure that a record is kept on the Trusts electronic staff record (EVOLVE)
- notifying the **Fire Safety Manager** of any proposals for 'change of use' within their area
- ensuring local fire risk assessments are undertaken in conjunction with the **Fire Safety Manager**
- ensuring staff at all levels understand the need to report all fire alarm actuations and fire incidents.
- ensuring that staff local induction checklists are completed and returned.
- ensure that sufficient **Fire Wardens** are identified and appointed for their specific areas of responsibility

3.8 Fire Safety Wardens for the Area

Due to the size and diversity of the Trust's buildings and activities the appointment of local **Fire Wardens** will be necessary to ensure that there is a focal point for local staff.

The **Fire Wardens** of the Area will be essentially the 'eyes and ears' within that local area but will not have any enforcing role. They

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will report any issues identified to their **Department Manager** or Head of Service.

The **Fire Wardens** of the Area should:

- Organise and assist in the fire safety regime within local areas.
- Act as the focal point on fire safety issues for the local staff.
- Raise issues regarding local fire safety with their line management.
- Support line managers on fire safety issues.

3.9 Fire Incident Manager

The most senior ranking person present in charge of an area and present at the time that an incident occurs should assume the role of the *Fire Incident Manager*.

The *Fire Incident Manager* is required to:

- Take control of the incident.
- Direct the local response.
- Ensure that the fire alarm system has been activated and that staff in the area are aware of the incident.
- Initiate the local fire emergency action plan.
- Dependent on the premise, determine whether evacuation is necessary and commence evacuation if appropriate.
- Liaise with the Fire Service on their arrival.

3.10 All staff, Contractors and Volunteers

All staff, tenants, contractors, and volunteers shall:

- Comply with East of England Ambulance Service NHS Trust fire safety fire procedures.
- Participate in fire safety training and fire evacuation exercises where applicable.
- Report deficiencies in fire precautions to Line Managers and Fire Wardens.
- Report fire incidents and unwanted fire alarm signals in accordance with Trust procedures.
- Always ensure the promotion of fire safety to help reduce the occurrence of fire and unwanted fire alarm signals.

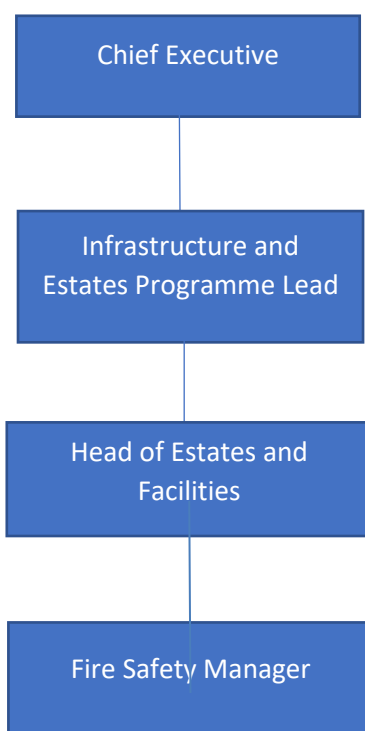
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- Set a high standard of fire safety by personal example, so that visitors to our premises take with them an attitude of mind that accepts good fire practise as normal.

4. Scope

Trust-wide. This management and governance protocol will apply to all premises, or parts of premises, that the Trust owns or occupies, or for which the Trust is responsible.

5. Fire Safety Management Structure



6. Fire Safety Working Group

The Fire Safety Working Group is chaired by the Head of Estates and Facilities, or his/her deputy and meets bi-monthly with the following responsibilities.

- Providing assurance to the Board of Directors in relation to all aspects relating to fire.

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- Working in close partnership with other tenants based on the Trust premises on all aspects of fire safety.
- Ensuring compliance with all fire legislation and associated guidance.
- Monitoring of action plans written to address shortfalls in compliance with regulatory requirements.
- Setting standards against which fire safety performance can be measured.
- Reviewing all high-level risks associated with fire safety and ensuring that appropriate action has been taken to mitigate the risks.
- Reviewing and agreeing new and updated fire safety policy, protocols and procedures and ensuring these are communicated effectively in the Trust.
- Ensuring an annual update on fire safety activities is included in the Trust's annual health and safety report that goes to the Quality Committee.
- Escalating any unresolved issues to the Health and Safety Committee.
- Acting on any fire issues referred by the Health and Safety Committee.
- Considering any other matters relating to fire safety in the Trust.

7. Monitoring

The ongoing performance of fire safety management and governance provision will be monitored and reported via the fire safety management system through reports generated by the Head of Estates and the Fire Safety Manager.

8. References

The Regulatory Reform (Fire Safety) Order 2005

The Health and Safety at Work etc Act 1974

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Management of Health and Safety at Work Regulations 1999
The Health & Safety (Safety Signs & Signals) Regulations 1996

Approval chain:			
Owning department:	Estates and Facilities		
Author(s):	Fire Safety Manager		
File name:	Fire Safety Management and Governance Protocol		
Supersedes:	New		
Version number:	1	Review date:	July 2024
Local reference:		Media ID:	

The Building Act 1984

The Building Regulations 2010

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Equality Impact Assessment

EIA Cover Sheet																			
Name of process/policy	Fire Safety Policy																		
Is the process new or existing? If existing, state policy reference number	New																		
Person responsible for process/policy	Head of Estates																		
Directorate and department/section	Estates																		
Name of assessment lead or EIA assessment team members	Fire Safety Manager																		
Has consultation taken place? Was consultation internal or external? (please state below):	Internal consultation with the Fire Safety Working Group and unions.																		
The assessment is being made on:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;"></td> <td style="text-align: center;">x</td> </tr> <tr> <td>Written policy involving staff and patients</td> <td style="text-align: center;">x</td> </tr> <tr> <td>Strategy</td> <td></td> </tr> <tr> <td>Changes in practice</td> <td></td> </tr> <tr> <td>Department changes</td> <td></td> </tr> <tr> <td>Project plan</td> <td></td> </tr> <tr> <td>Action plan</td> <td></td> </tr> <tr> <td colspan="2">Other (please state)</td> </tr> <tr> <td colspan="2">Training programme.</td> </tr> </tbody> </table>		x	Written policy involving staff and patients	x	Strategy		Changes in practice		Department changes		Project plan		Action plan		Other (please state)		Training programme.	
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Written policy involving staff and patients	x																		
Strategy																			
Changes in practice																			
Department changes																			
Project plan																			
Action plan																			
Other (please state)																			
Training programme.																			

Equality Analysis																			
<p>What is the aim of the policy/procedure/practice/event?</p> <p>To ensure fire safety compliance across all Trust sites.</p>																			
<p>Who does the policy/procedure/practice/event impact on?</p> <p>None.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Race</td> <td style="width: 5%;"><input type="checkbox"/></td> <td style="width: 25%;">Religion/belief</td> <td style="width: 5%;"><input type="checkbox"/></td> <td style="width: 25%;">Marriage/Civil Partnership</td> <td style="width: 5%;"><input type="checkbox"/></td> </tr> <tr> <td>Sex</td> <td><input type="checkbox"/></td> <td>Disability</td> <td><input type="checkbox"/></td> <td>Sexual orientation</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Age</td> <td><input type="checkbox"/></td> <td>Gender re-assignment</td> <td><input type="checkbox"/></td> <td>Pregnancy/maternity</td> <td><input type="checkbox"/></td> </tr> </table>		Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>	Sex	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>	Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>
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Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>														
<p>Who is responsible for monitoring the policy/procedure/practice/event?</p> <p>Head of Estates.</p>																			
<p>What information is currently available on the impact of this policy/procedure/practice/event?</p> <p>Please refer to the management protocol document.</p>																			
<p>Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event?</p> <p>No</p>																			
<p>Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples:</p> <p>Not applicable.</p>																			

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Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>

Please provide evidence:

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so please provide evidence/examples:

Not applicable.

Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>

Please provide evidence:

Action Plan/Plans - SMART

Specific

Measurable

Achievable

Relevant

Time Limited

Evaluation Monitoring Plan/how will this be monitored?

Who

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How
By
Reported to