

Surrey Downs CCG Fire Policy

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Version History

V.	Date	Status and/ or amendments
V1.0	01/10/2013	First draft
V2.0	11/03/2014	Amendments by Governing Body Secretary in line with structure of organisation
V2.1	11/6/2014	Amendments by Governing Body Secretary – typographical and minor corrections only
V2.2	18/5/2016	Minor amendments and template change
V2.2	29/7/2016	Approved by Remunerations & Nominations Committee

Equality statement

Surrey Downs Clinical Commissioning Group (Surrey Downs CCG) aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the Human Rights Act 1998 and promotes equal opportunities for all. This document has been assessed to ensure that no-one receives less favourable treatment on grounds of their gender, sexual orientation, marital status, race, religion, age, ethnic origin, nationality, or disability. Members of staff, volunteers or members of the public may request assistance with this policy if they have particular needs. If the person requesting has language difficulties and difficulty in understanding this policy, the use of an interpreter will be considered.

Surrey Downs CCG embraces the six staff pledges in the NHS Constitution. This policy is consistent with these pledges.

Equality analysis

This policy has been subject to an Equality Analysis, the outcome of which is recorded below.

		Yes, No or N/A	Comments
1.	Does the document/guidance affect one group less or more favourably than another on the basis of:		
	Age Where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).	No	
	Disability A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.	No	
	Gender reassignment The process of transitioning from one gender to another.	No	

<p>Marriage and civil partnership</p> <p>In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple.</p> <p>Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).</p>	No	
<p>Pregnancy and maternity</p> <p>Pregnancy is the condition of being pregnant or expecting a baby.</p> <p>Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.</p>	No	
<p>Race</p> <p>Refers to the protected characteristic of Race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins</p>	No	
<p>Religion and belief</p> <p>Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition</p>	No	
<p>Sexual orientation</p>	No	

	Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes		
2.	Is there any evidence that some groups are affected differently?		
3.	If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?		
4.	Is the impact of the document/guidance likely to be negative?		
5.	If so, can the impact be avoided?		
6.	What alternative is there to achieving the document/guidance without the impact?		
7.	Can we reduce the impact by taking different action?		

For advice in respect of answering the above questions, please contact the Corporate Office, Surrey Downs CCG. If you have identified a potential discriminatory impact of this procedural document, please contact as above.

Names and Organisation of Individuals who carried out the Assessment	Date of the Assessment
Daniel Dumbarton, Surrey Downs CCG	16/06/16
Jonathan Perrott, Surrey Downs CCG	

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1. AIM

- 1.1. To provide specific detail of responsibility, structure and process to minimise the incidence of fire within the premises in which we operate in. To mitigate through appropriate controls, the impact of fire on life, safety, delivery of service, the environment and property.

2. SCOPE

- 2.1. This policy covers all employees and will supersede all other relevant policies under previous terms and conditions of employment held by individuals who have transferred from other NHS organisations.
- 2.2. The primary fire safety legislation applicable is the Regulatory Reform (Fire Safety) Order 2005 and this policy reflects the statutory requirements of that legislation.

3. GENERAL POLICY STATEMENT

- 3.1. With respect to fire safety, it is the responsibility of Surrey Downs CCG to ensure that it meets its legal obligations under current fire safety legislation.
- 3.2. Surrey Downs CCG will ensure there are adequate resources to meet the organisation's fire safety requirements. In addition, it will also periodically review the effectiveness of the fire safety and the personnel under their control to whom fire safety responsibilities have been assigned.
- 3.3. Those responsible for fire safety are required to:
 - 3.3.1. Comply with current statutory legislation.
 - 3.3.2. Implement fire safety precautions through investment in the estate and personnel.
 - 3.3.3. Comply with monitoring and reporting mechanisms appropriate to the management of fire safety.
 - 3.3.4. Develop partnership initiatives with other agencies and bodies in the provision of fire safety.
- 3.4. This Policy is limited to those employees and visitors to Surrey Downs CCG premises. It is not intended for other NHS organisations, Trusts, Foundation Trusts, Social Enterprises or individual health contractors.

4. RESPONSIBILITIES

Surrey Downs CCG

- 4.1. The Chief Officer of Surrey Downs CCG is the 'Responsible Person' identified under the Regulatory Reform (Fire Safety) Order 2005 for Surrey Downs CCG.
- 4.2. Overall and final responsibility for compliance with the requirements of the Regulatory Reform (Fire Safety) Order and Fire Code Standards is the duty of the Responsible Person.
- 4.3. The Chief Officer will appoint others to assist in the delegation of the 'Responsible Persons' duties. This will include the Surrey Downs Chief Finance Officer who is the lead for fire safety and Health and Safety responsibilities and other members of staff for specific duties.
- 4.4. Surrey Downs CCG, as a tenant, has a duty to contribute to the safety of common areas covered by the landlord's fire risk assessment.
- 4.5. Surrey Downs CCG is also responsible for contributing to ensuring that the Landlord's common fire safety systems throughout the building are maintained. This includes fire alarms, automatic fire detection, emergency lighting, passive fire systems, signs in common areas and external egress routes. Any faults or issues with these systems will be reported immediately to the landlord.
- 4.6. This list is not exhaustive and may include structure and fittings in or around the building. This duty may be contracted out but the responsibility remains with Surrey Downs CCG.
- 4.7. The Landlord is also responsible for ensuring co-operation and consultation under Article 22 of the Regulatory Reform (Fire Safety) Order 2005 between tenants is undertaken.

Surrey Downs CCG, Chief Finance Officer

4.9. The Chief Finance Officer has been identified as having overall responsibility for Risk Management within Surrey Downs CCG.

4.10. He or she will Ensure that Executive Members and Heads of Service disseminate and implement the fire safety policy as follows:

- 4.10.1. Ensuring the effective and appropriate translation of fire safety policy into practical application. Ensuring that compliance with statutory fire safety is co-ordinated and maintained, receiving assurance from NHS Property Services that copies of the annual audits significant findings undertaken in multiple occupied buildings, are provided to any organisation who is entitled to receive a copy for the purposes of record keeping and reporting.
- 4.10.2. Ensuring that the Annual Fire Safety report is submitted to the Governing Body making provisions for adequate fire safety advice to be available.
- 4.10.3. Liaising with Senior Managers to ensure that fire safety is being managed in line with this policy.
- 4.10.4. Be assured that the fire safety policy is up to date.
- 4.10.5. Be assured that Landlords and tenants local site-specific fire safety procedures are developed and maintained in conjunction with the organisation's fire safety strategy.
- 4.10.6. Take a role in fire emergency planning within the organisation's contingency plans.
- 4.10.7. Ensure that adequate resources are available to develop fire safety training and set in place the appropriate means to deliver staff training on site.
- 4.10.8. Be assured that the mechanism for recording and monitoring staff fire safety training is robust.
- 4.10.9. Responsible for collation, recording and reporting of all details of any Fire Safety statutory notice served on Surrey Downs CCG, which may have implications to the Landlord and/or to the Chief Officer of Surrey Downs CCG.
- 4.10.10. Further reporting may be required to any other identified Authority. If a prohibition notice is served, the reporting should be conducted as a matter of urgency within 24 hours.
- 4.10.11. Be assured that Surrey Downs CCG and the Landlord will ensure that fire risk assessments and audit reviews are undertaken in accordance with the annual programme.
- 4.10.12. Will ensure that the policy for reducing false fire alarms is part of Surrey Downs CCG's overall fire safety strategy.
- 4.10.13. Be assured that fire related incidents (including unwanted fire alarms) are recorded and investigated.

- 4.10.14. In conjunction with the Fire Safety Advisor, and other nominated persons, ensure that internal fire incident investigations are undertaken, and lead the review on external Brigade investigations where necessary.
 - 4.10.15. Be assured that Surrey Downs CCG have the appropriate measures developed to control the activities of contractors working on site and that their activities do not compromise fire safety.
 - 4.10.16. Liaise with enforcing authorities and other bodies in the event of a Statutory Enforcement Notice being served.
 - 4.10.17. Ensure that fire safety is integral to Surrey Downs CCG's activities.
- 4.11. The Chief Finance Officer may not necessarily have experience in all aspects of fire safety and should obtain fire safety advice from a competent and appropriately qualified source.

Fire Safety Advisor

- 4.12. The Fire Safety Advisor (EPRR lead) for Surrey Downs CCGs' primary role is to support in fire safety activities and to provide competent advice. The Fire Safety Advisor will:
- 4.12.1. Provide advice on fire safety requirements including the development of the fire safety policy, guidance and procedures.
 - 4.12.2. Liaise with internal and external professionals on matters relating to fire safety.
 - 4.12.3. Provide assurance to Surrey Downs CCG that any Surrey Downs CCG premises have suitable fire risk assessments in place.
 - 4.12.4. Undertake fire risk assessments including annual fire safety audits.
 - 4.12.5. Recommend and prioritise actions in respect to fire safety improvements via action plans.
 - 4.12.6. Contribute to periodic reports regarding fire safety provision for Surrey Downs CCG and related premises.
 - 4.12.7. Undertake periodic premises monitoring visits in accordance with the annual plan.
 - 4.12.8. Undertake fire risk assessments and annual audits under Service Level Agreements, where they exist.
 - 4.12.9. In conjunction with the Fire Safety Trainer liaise with managers of Surrey Downs CCG's buildings to undertake annual fire evacuation drills.
 - 4.12.10. Ensure that there is a Fire Warden on site at all times whilst the premises are open and for each part of all Surrey Downs CCG buildings.

- 4.12.11. Assist in delivering training programmes in conjunction with the Fire Safety Trainer
 - 4.12.12. Recommend staff Personal Emergency Evacuation Plans (PEEPs) for those who require assistance in evacuating in an emergency.
 - 4.12.13. Ensure that adequate resources are on site in order to support the PEEP.
 - 4.12.14. Provide specialist advice to all levels of management on fire related issues including risk assessments, audits, action plans and capital schemes.
 - 4.12.15. Investigate all fire incidents including unwanted fire alarms and produce reports and recommendations as required.
 - 4.12.16. Identify ways of reducing unwanted fire alarms and issue recommendations to the nominated person.
 - 4.12.17. Collate reports of all fire incidents and false alarms and provide information.
- 4.13. The Fire Safety Advisor for Surrey Downs CCGs' primary role is to support in fire safety activities and to provide competent advice. The Fire Safety Advisor will:
- 4.13.1. Prepare and deliver risk based training programmes in line with the training needs for Surrey Downs CCG and South CSU staff.
 - 4.13.2. Provide fire safety induction training as required.
 - 4.13.3. Develop and review risk based fire safety training material as legislation changes or good practice is identified.
 - 4.13.4. Assist in the organising of annual fire evacuation drills at all Surrey Downs CCGs premises with the occupiers. Keep records of the dates and outcomes of the drills.
 - 4.13.5. To provide any other reports as required and maintain accurate records.
 - 4.13.6. To assist the Fire Safety Advisor as required

5. COMPLIANCE

Estates

5.1. The landlord is responsible for ensuring that the following is undertaken:

- 5.1.1. Ensuring the maintenance and testing of the building's fire safety equipment in accordance with the appropriate British Standard. Receiving assurance from the service provider for fire safety that the recording of test results and the action taken are kept on site for at least 3 years. These to be kept on the site to which it relates.

- 5.1.2. Ensuring that the landlord has a robust preventative maintenance programme in place for passive fire safety provisions fitted in each building that Surrey Downs CCG are the Owner or Landlord.
- 5.1.3. The implementation of policies for the professional and technical standards applicable to fire precautions and fire protection. The production of and maintenance of up-to-date comprehensive fire drawings to the standard required by the Regulatory Reform (Fire Safety) Order (RRO).
- 5.1.4. Ensure that suitable and sufficient resources are available to maintain the currency of fire strategy drawings. Where a contractor is directly engaged it is the responsibility of the landlord to ensure that they have, prior to work commencing, effective steps in place to ensure that their activities do not subvert fire precautions in existing premises inclusive of all work that requires a 'permit to work'.
- 5.1.5. If necessary a full consultation will take place to approve any major work needed, this will involve The Fire Safety Advisor, the CCG and the Landlord. Where material alterations are proposed and the areas concerned are subject to the building regulations then consultation should take place with the Local Authority building inspector or an approved inspector in accordance with the building regulations.
- 5.1.6. Be assured that where the Surrey Downs CCG engage a contractor that they have taken steps to ensure that the Landlords copy of the "Fire Plan" indicating escape routes, compartmentation and other fire resistant construction are maintained on site and copies held by the Estates service provider, Fire Safety Advisor and other Managers as necessary.
- 5.1.7. Ensuring a programme for installing and satisfactorily maintaining an adequate level of physical fire precautions is maintained, designed to prevent the occurrence, ensure detection and warning and to stop the spread of fire.
- 5.1.8. Ensure that records are maintained on site for all maintenance matters' relating to Fire Safety e.g. failures, inspections (including any tests) etc.
- 5.1.9. Receiving assurance from the Fire Safety Advisor that the Landlords fire risk annual audits are being undertaken, receiving annual assurance from the Fire Safety Advisor that Surrey Downs CCG have suitable and sufficient fire risk assessments in place.
- 5.1.10. Develop and review departmental fire emergency procedures in line with the overall building fire emergency plan.

6. FIRE SAFETY SUPPORT ROLES / SERVICES

6.1. Competent persons should be appointed to assist in fire safety day to day duties. These people must have sufficient knowledge and information within their specialities to ensure that fire safety measures are met and that the fire safety policy is being adhered to.

Fire Wardens and Fire Marshalls

6.2. All Surrey Downs CCG premises will have sufficient appointed persons to undertake the role as a Fire Warden or Fire Marshall. It is important that when the premises are occupied, managers ensure that there are sufficient wardens available on the premises at all times.

6.3. The Fire Marshalls should:

- 6.3.1. Co-ordinate the response to an incident within his or her area ensuring everyone in that area is following the correct fire procedure.
- 6.3.2. Be responsible for collating information regarding the evacuation of the premises during an unplanned incident.
- 6.3.3. Implement any emergency plans and/or contact Fire Safety Advisor in accordance with the severity of the incident.
- 6.3.4. Complete accident/untoward incident report forms and update the fire logbook after each fire incident and send copies to the Fire Safety Advisor.
- 6.3.5. Complete the Unwanted Fire Signal report form for all false alarms. Update the fire logbook and forward a copy to the Fire Safety Advisor.
- 6.3.6. Ensure that fire safety policy documentation, including local hazards and procedures, is available in relevant areas.
- 6.3.7. Ensure deficiencies in local fire safety measures are identified, remedied, or reported to the relevant Manager (whilst copying in the Fire Advisor on correspondence).
- 6.3.8. Attend training as required as part of their role.

6.4. Fire Wardens should

- 6.4.1. Act as focal point for fire safety issues for local staff.
- 6.4.2. Organise and assist in the fire safety regime including fire evacuation drills.

- 6.4.3. Raise issues regarding local area fire safety with the Fire Safety Advisor and/or Estates department as appropriate.
- 6.4.4. Attend training as required as part of their role.

7. GENERAL STATEMENT OF RESPONSIBILITIES AND DUTIES

- 7.1. As the senior person responsible for Fire Safety, the Chief Finance Officer is responsible for:
 - 7.1.1. Ensuring that the fire safety policy, fire strategy and site specific procedures for their service are implemented and to provide assurance to the Fire Safety Advisor that they have taken these steps.
 - 7.1.2. Ensuring that their local site-specific fire safety procedures is maintained and updated annually.
 - 7.1.3. Ensuring that any Business Case that requires alterations to the premises includes funding for fire safety measures which may be required to maintain standards, before work is commenced. This may include additional signage, repositioning of fire alarms, fire doors or additional fire extinguishers.
 - 7.1.4. Liaising with the Fire Safety Advisor before premises are altered to ensure that the fire risk assessment is still suitable and sufficient.
 - 7.1.5. Ensuring that the significant findings of the action plan are communicated to the staff and a record made on the action plan when completed. -
 - 7.1.6. Ensuring that action plan records are kept up to date with the progress of any deficiency remedial measures identified in their area of control and to sign off completed actions. This includes any actions taken in the premises by Estates staff.
 - 7.1.7. Representing their area of responsibility in fire emergency planning within the contingency plans, taking responsibility for co-ordination in a fire incident within their area of management responsibility.
 - 7.1.8. Ensuring that in the event of a major fire incident, they can instigate the emergency plan (if required) along with the COO.
 - 7.1.9. Ensuring that staff within their department attend planned fire safety training and that they under take fire safety training that is appropriate to their needs.
 - 7.1.10. Ensure departmental fire emergency planning and plans are in place and maintained to reflect changing operational requirements as they arise.

- 7.1.11. Ensure that copies of all fire risk assessments and audit action plans to track trends and to ensure that when staff are relocated or work from other premises that they are aware of any significant risks.

Line Managers:

- 7.2. Line Managers will make provisions to ensure that every member of staff undertake their annual fire safety training and participate in fire evacuation drills.
- 7.3. Ensure that all new members of staff, including volunteers, work placement workers, students and locums receive appropriate fire induction training on appointment and completes their induction fire training checklist.
- 7.4. Ensure that all staff under their control are informed of the significant findings identified through fire risk assessments, and are allowed time off to attend training in association with the measures necessary to eliminate or reduce such risks. If no such training is immediately available, then these findings should be conveyed through the Line Manager direct to their reports or/and via the weekly team meetings.
- 7.5. Managers must ensure that HR receive a record of all fire training undertaken by staff and a copy of records must be kept on site in the Fire Safety Compliance book. Local records may be kept by each service in order to monitor staff training.
- 7.6. Ensure a staff commitment to the fire safety policy, site specific procedures and to fire safety.

All staff:

- 7.7. All staff have a responsibility towards the safety of the offices, work colleagues and visitors to the offices. Any problems raised should be passed to the Fire Safety Advisor or Fire Warden as soon as it is identified. Staff have a responsibility to:
 - 7.7.1. Practice and promote fire safety, reduce the risk of fire within the building and ensure that unwanted fire alarms are not caused by their actions.
 - 7.7.2. Attend and participate in fire safety training relevant to needs and drills.
 - 7.7.3. Report fire incidents, or false fire alarms in accordance with the organisation's policy, via their Fire Warden and/or the Fire Safety Advisor.
 - 7.7.4. Raise issues regarding fire safety with their Fire Warden and/or Fire Safety Advisor.
 - 7.7.5. Respond to incidents as appropriate.
 - 7.7.6. Staff should not tackle any fire if they have not had the training to do so, their first priority must be to leave the building and inform the Fire Warden of the location of the fire.
 - 7.7.7. Assist with risk assessments and audits as appropriate.
 - 7.7.8. Reduce the risk of arson.
- 7.8. It is the responsibility of every member of staff to familiarise themselves with the procedure to be followed in case of fire for every premises where they work, visit or reside to fully understand their role in the event of a fire evacuation. All staff are required to undertake an annual fire training update.

8. SURREY DOWNS CCG RESPONSIBILITIES

- 8.1. Surrey Downs CCG is responsible for the day to day safety of all staff and visitors to its premises. The Responsible Person duty has been assigned to the Chief Finance Officer of Surrey Downs CCG.
- 8.2. Ensure the overall strategy for fire safety matters within the organisation is implemented.
- 8.3. Be assured that Directors, Managers and Line Managers regard staff participation in fire training and drills is of the highest importance.
- 8.4. Champion fire safety issues at Health, Safety and Governance meetings.
- 8.5. Be assured from the Fire Safety Trainer that the buildings occupied by Surrey Downs CCG are subject to quarterly fire evacuation drills.

- 8.6. Ensure that the strategy for reducing unwanted fire alarms, caused by the activities of Surrey Downs CCG, is part of the overall fire safety strategy.
- 8.7. Be assured that fire related incidents (including unwanted fire alarms) within Surrey Downs CCG premises only are recorded and investigated.

9. FUNCTIONAL

RESPONSIBILITIES South CSU

Human Resources

- 9.1. Human Resources will ensure that procedures are implemented for the inclusion of Fire Safety within the induction programme for all new employees.
- 9.2. If new starters are unable to attend the induction HR, will ensure that they are booked onto the next available mandatory fire training session and to inform the member of staff and their line manager of the details of the course.

Supplies Procedures

- 9.3. All advice for supplies for furniture and office items must be requisitioned through the Supplies procedures and purchased from contractors whose products conform to nationally agreed specifications. In order to ensure compliance with the regulations, all purchases should be made through the Supplies procedure.
- 9.4. If necessary specialist advice should be sought on the specifications of fire retardant materials to be used for furniture, textiles and equipment, and on the interpretation of related circulars and other guidance including.

10. FIRE RISK ASSESSMENTS

- 10.1. Fire risk assessments are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005. Fire risk assessments are not a guarantee against a fire occurring but are a tool in trying to ensure that the likelihood of an outbreak of fire is minimised as far as is reasonably practicable.

Specialist Fire Risk Assessments

- 10.2. The Landlord's Fire Safety Advisor will undertake these as and when required, this is usually following occupation of new premises, significant alterations to existing premises, change of use or life risk.

- 10.3. Once completed, copies of the assessment are circulated electronically to the persons identified on the front cover of the fire risk assessment; this will include the Chief Finance Officer, Estates, Fire Wardens and anyone else responsible for the safety of the offices of Surrey Downs CCG.
- 10.4. A copy of the fire risk assessments will be kept on the Surrey Downs CCG's premises. This should be kept in the relevant section of the fire logbook for a minimum of three years. If this is not possible, because of the size of the document, it should be filed in a readily available location and a note should be placed in the fire logbook as to where it is kept.
- 10.5. Following the assessment, relevant persons identified in the document are required to address any shortcomings identified in the report and to record the progress of the remedial actions with any further recommendations/amendments if necessary. In multiple occupied buildings fire risk assessments and audits may be circulated to other persons identified on the risk assessment/audit. This will include the Landlord and other tenants.
- 10.6 Outcomes that require action will be recorded along with the recommended remedial action, the responsible person to action and a recommended time frame

Fire Safety Audits

- 10.7 Surrey Downs CCG fire risk assessments will be audited annually and following the audit, relevant persons will be notified with a copy of the audit document. Action plans required to address any shortcomings identified in the report will be circulated with the document.
- 10.8. In addition to the annual audit, the Fire Safety Advisor will carry out interim periodic fire safety checks in accordance with the Annual Programme.

11. FIRE SAFETY TRAINING

- 11.1. Irrespective of how efficient and effective the fire precautions may be, staff play a key role in the prevention and handling of fire incidents. It is only by relevant fire training that any substantial measure of safety against fire can be achieved.
- 11.2. All staff have a duty of care and responsibility to work colleagues, visitors and the Surrey Downs CCG work premises and they must participate in annual fire training and drills.
- 11.3. Where necessary, staff should have additional training appropriate to their own particular needs or the specific place of work i.e. community hospitals.

- 11.4. The use of e-learning based training is not acceptable as a sole means of providing year on year training. It is only acceptable for a specific group of staff to undergo every other year. Details are in the Training Need Table Appendix 5. Learning and Development monitor staff who undertake computer based training and maintain the appropriate records.
- 11.5. Surrey Downs CCG is committed to an on-going programme of fire training and to satisfy the requirements of the Regulatory Reform (Fire Safety) Order.

Training provided by Surrey Downs CCG:

- 11.6. **Essential Training** – Induction sessions includes a fire safety session carried out by the Fire Safety Trainer prior to the staff member commencing employment within the organisation.
- 11.7. **Workplace Induction Training** - carried out by Line Managers ensuring every member of staff is given basic fire safety instruction relating to their workplace during their first day or days at work.
- 11.8. **General Fire Safety Training Sessions** – Delivered by the Fire Safety Trainer. throughout the year, details are circulated on site prior to the dates.
- 11.9. **Annual Individual Department Training** - carried out at the request of a department and designed to meet the special needs of a particular location or a group of staff.
- 11.10. **Fire Warden Training** – training for a member of personnel to become a Fire Warden within the building, they will have responsibility for certain areas during evacuation and will trained on the use of firefighting equipment.

12. FIRE EVACUATION DRILLS

- 12.1. The Fire Safety Advisor and/or Fire Warden's will undertake a fire drill each year as a minimum.
- 12.2. If a full fire evacuation is taking place staff will be expected to implement the fire procedures up to the point and including evacuation.
- 12.3. The time and date of a pre-planned drill will reasonably replicate the building in normal use and will not be made general knowledge. It is not acceptable to test a building during periods when it is known that it will be quiet.
- 12.4. A fire exit, where possible, may be isolated to prevent occupants exiting from that door to replicate the fact that not all exits may be available in a genuine fire.
- 12.5. The Fire Safety Trainer/Fire Safety Adviser will complete a report whilst on site of the evacuation drill and it may identify remedial actions required as a result of the evacuation drill. The report will include the time it took to

evacuate the building and identify any areas to make the evacuation quicker and safer.

- 12.6. A copy of the report will remain on site in the Fire Safety Compliance Book and a copy will be placed in the fire safety premises file.
- 12.7. Where remedial action has been identified subsequent drills may be undertaken to ensure that actions have been addressed to an acceptable level.
- 12.8. The fire safety trainer will maintain a record of the buildings tested and the date.
- 12.9. Staff will be notified via email, team meeting or by their Line Managers of any issues that arose during the evacuation to ensure that these are not repeated in subsequent drills or evacuations.

13. REPORTING OF FIRES

- 13.1. All fires must be reported to the Fire Safety Advisor, Chief Finance Officer (or most Senior Manager on site in their absence) and Health & Safety Manager (Group).
- 13.2. For all outbreaks of fire, smoke issuing or a strong smell of burning the fire brigade must be called.
- 13.3. If there is no evidence of fire, smoke or smell of burning the fire service may decline to attend the premises or if the cause is known to be due to a false alarm the Manager may decline to call the fire service.
- 13.4. Serious fires involving death, serious injury, closure and/or significant damage to parts of healthcare premises, or its contents, should always be reported as a matter of urgency. In the first instance, the Chief Finance Officer should be notified.
- 13.5. The details of all fires occurring must be reported as soon as possible following the fire.
- 13.6. The Fire Safety Advisor or Fire Wardens are responsible for completing an Accident/Untoward incident report form as soon as possible following the fire and forwarding the form to the Chief Finance Officer and/or the Fire Safety Advisor if they were not on site at the time.
- 13.7. The Fire Safety Advisor will investigate the fire in conjunction with others if necessary.
- 13.8. The Fire Safety Advisor will report to the Chief Officer's Office as per the Serious Incident Reporting Policy.

- 13.9. Fires involving death or injury must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR).

14. REPORTING OF FALSE ALARMS

- 14.1. The collection of data from false alarms is also important. Unwanted fire alarms cause unnecessary disruption to service provision as well as causing unnecessary worry to visitors.
- 14.2. The monitoring and investigation of all incidents is essential in reducing the occurrence of false alarms
- 14.3. Fire Wardens are responsible for collating the detail required on the false alarm report in addition to the accident/untoward incident report form as soon as possible following a false alarm.
- 14.4. The form is forwarded to the Fire Safety Advisor and Health and Safety Manager.
- 14.5. The Fire Safety Advisor will investigate the Unwanted Fire Signal.
- 14.6. The Fire Safety Advisor will report all unwanted fire alarms to the Health and Safety committee.

15. CONTRACTORS

- 15.1. See The Control of Contractors Policy
- 15.2. Private contractors working within Surrey Downs CCG sites must be afforded the same protection from the hazards of fire as any other visitor or member of staff.
- 15.3. Contractors similarly have the same duty of care as Surrey Downs CCG staff not to create risk of fire or impede or impair fire prevention arrangements and facilities.
- 15.4. The manager and department responsible for arranging any contract work must ensure that the contractor is advised of our policy and procedures and the requirement to comply with them.
- 15.5. There must also be adequate supervision of all contract work to ensure compliance as far as that is practical.
- 15.6. Since comprehensive supervision is not always possible, all staff are required to be vigilant of contractor's activity when this takes place in their working area and report any untoward incidents to the supervisor of the contract, or their department's manager.

15.7. Certain contracting work will by necessity interfere with existing fire prevention facilities. In these circumstances the Estates department or person arranging the work must seek advice from the Fire Safety Advisor and make appropriate arrangements.

15.8. It is the responsibility of the employing body to ensure that all work carried out on premises by contractors is carried out safely, without risk to employees, patients and members of the general public.

16. ARSON PREVENTION

16.1. Arson prevention, control and detection form an essential element in both fire safety and crime prevention, Specific plans to combat arson include:

16.1.1. Risk Assessment

16.1.2. Risk Management

16.1.3. Security arrangements including Closed Circuit

16.1.4. Television, Access Control Systems, Intruder Alarms, etc.

16.1.5. Fire alarm and detection systems

16.1.6. Fire containment and extinguishment

16.1.7. Fire safety and security policies and precautions

16.2. It is the responsibility of every member of staff to be vigilant and report suspicious incidents immediately to a supervisor or to the security staff as appropriate.

16.3. Exchange of information between neighbouring NHS bodies of details of persons convicted of arson within NHS premises and who are still considered to pose a threat to life or property may be undertaken.

16.4. If any person commits criminal damage of any kind, the Chief Finance Officer will involve the Police. Either an official caution or prosecution of that individual will be supported by Surrey Downs CCG.

17. FIRE EMERGENCY PLANS

17.1. Where appropriate premises or parts of premises will have a Fire Emergency Plan displayed on site. This will be near the entrance to where the Fire Service would enter the building.

18. SMOKE FREE POLICY

18.1. A smoke free policy is in operation.

19. REVIEW

19.1. This policy will be subject to review every 3 years, when a change of law means the policy needs to be reviewed and at any stage at the request of either management or the joint negotiating and consultative committee.

Appendix 1 – The Management and Organisation of Fire and Safety

- **CO Surrey Downs CCG**
- **Chief Finance Officer**
- **Fire Safety Advisor**
- **NHS Property Services**
- **Fire Wardens**
- **Health and Safety Manager**
- **Senior Management Team Staff**

Appendix 2 – Reporting of Fires

FIRE Warden/ Co-ordinator Contacts the on call manager and reports incident verbally.

Raises fire report using Surrey Downs Clinical Commissioning Group Incident Reporting Form. (Places one copy in Fire Logbook and sends original to Fire Advisor & Health & Safety Manager). Director with responsibility for fire receives report and ensures that fire advisor is carrying out an investigation.

CHIEF OFFICER

Receives report and ensures any recommendations are considered for implementation.

FIRE SAFETY ADVISOR

Fire Safety Advisor carries out an investigation and completes an incident report sends copy of report to Director with special responsibility for fire & Chief Officer along with any additional comments.

ON CALL MANAGER

Decides whether to implement trusts emergency plans and reports the incident.

Serious incidents

Reported

Immediately **Minor**

incidents

Reported to Fire advisor as soon as possible so they can carry out investigation into the incident.

Appendix 2 – Reporting of Unwanted Fire Alarms (False Alarms)

Fire Warden/Co-ordinator Raises Unwanted Fire alarm report using Surrey Downs Clinical Commissioning Group Accident/Untoward Incident Form. (Places one copy in Fire Logbook and sends original to Fire Advisor & Health & Safety Manager) Fire Safety receives form & carries out an investigation and completes an incident report.

Appendix 3; STAFF FIRST DAY FIRE TRAINING

Premises.....Department.....

Name Date.....

Occupation.....

GENERAL FIRE SAFETY PRECAUTIONS Tick when Completed

- Conducted tour of department or work area the sound of the fire warning system
- The emergency escape routes (walk the routes)
- Emergency evacuation procedures
- Who are the fire wardens
- Assembly point location
- Day of week and time of fire alarm test
- Action on discovering fire
- Action on hearing the alarm
- Location of fire fighting equipment
- Content of the fire risk assessment
- Maintaining corridors, work area, exits etc clear of obstructions closing fire doors when leaving room. Turning off electrical equipment after hours as a precaution, use of personal electrical items and need to be PA tested.

Every attempt should be made to cover the above items for a new employee during his/her first day of employment.

I have received instructions and training as shown above. I will attend my annual update in 12 months' time.

Signature of new employee.....

Name (Print).....

Date..... All items shown above have

been attended to

Signature of Nominated Manager.....

Name (Print).....Date.....

When completed the original of this form should be kept by the Manager, a copy sent to HR with a copy given to the employee. GUIDANCE NOTES to Managers in using first day training from

Walk the employee around the building indicating the exits; include fire exits and how the doors open if they have magnetic locks. Where provided, point out the release button and the safe over-ride, which should be a green break glass box adjacent.

Walk the emergency routes from the exit door (s) to the open air and then onto the assembly point. If you have more than one assembly point clarify the primary point and the reason for using the secondary i.e. if a covered area is used when the weather is inclement.

Advise the employee that the directions of fire wardens must be observed and in the event of all fire alarm activations personnel must leave the building, including any visitors that the employee may have received.

Any person discovering a fire must raise the alarm first, leave the area closing doors behind them, assist others to leave if necessary and then leave the building by the nearest exit.

Upon hearing the fire alarm do not delay leaving, take only personal possessions that are on your desk, do not carry hot drinks or food out. No job is so important to delay exit. Most people die as a result of smoke inhalation caused by delaying their exit.

Point out where fire extinguishers are located in the building. All employees should be familiar with the method of use. However, staff should only use a fire extinguisher if life safety depends on it or a safe exit is threatened.

Details of the fire risk assessment, contained in the fire safety management compliance book, are to be made available to the employee.

Most office fires are caused by electrical equipment failures. All Surrey Downs Clinical Commissioning Group electrical equipment is subjected to portable testing annually and display a test label. Before any personal electrical equipment is brought into the work place it must be tested, this includes phone chargers.

Remind employee of safe use of kitchen fittings. Must remain in the room if using microwave or toaster where provided to ensure that no false fire alarm activations are caused by forgetting to come back.

The fire service will now only attend commercial premises between the hours of 0700 to 1900 to confirmed outbreaks of fire or visible smoke is evident.

Do you have any special rules concerning late or early working and personal safety? If so explain the reasons why they are important.