Fire Safety Information Pack

Information for persons undertaking the role of Fire Safety Administrator

or improving their knowledge of Fire Safety procedures

For further advice, contact the

Specialist Fire Safety Adviser

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Introduction

Fire Safety Management in the NHS

NHS employees must become familiar with their duties and responsibilities and ensure that their fire safety management policies and procedures comply fully with both the requirements of the law, as prescribed in *The Regulatory Reform (Fire Safety) Order 2005*, and Department of Health *Firecode* (the *HTM 05* series of documents) see Appendix 1.

Fire Safety roles must be integrated with all other aspects of work as part of, rather than an addition to, the care of patients, staff, and visitors.

The methodology of the *Firecode* documents is largely based on assessing fire risks in terms of high life risk and high fire risk and ensuring that control measures are put in place to compensate. Compliance with *Firecode* and the Trust’s *Policy for the Management of Fire Safety* is likely to satisfy the provisions of the law.

Main requirements

- Key fire safety principles must be accepted and implemented by all staff
- All members of staff are responsible for Fire Safety
- Persons must be nominated to key positions in order to manage Fire Safety
- Specialist Fire Safety Advisers must be appointed or co-opted
- Where appropriate, Fire Wardens must be appointed
- Trust Management must ensure that fire precautions programmes are drawn up and funded
- A Fire Safety Procedures Manual must be issued
- All fires and unwanted fire alarm signals must be investigated and reported
- Fire risk assessments must be carried out at all premises
- Fire precautions and fire protection measures will be provided and maintained within each premises. These include adequate means of escape, arrangements for detecting and giving warning in case of fire and the maintenance of those arrangements.
- The provision and maintenance of means of fighting a fire.
- Plans for the evacuation of premises.
Training requirements

- All staff must be trained in fire safety
- Fire procedures must be produced and practised
- There must be regular and sufficient training for all staff in procedures to be followed in the event of fire, with records kept and maintained.
- There must be fire drills and evacuation exercises, with records kept and maintained.
- A system must exist whereby all employees are regularly reminded that they equally have a personal responsibility to safeguard themselves. Their actions, either by instruction, example, or behaviour, should not put other people, plant or property in jeopardy and they are to co-operate with the Trust in regard to fire safety policy.
- There should be an understanding that the risk of fire can never be entirely eliminated, and patients, staff or visitors, some of whom may have physical or mental disabilities, can present a high-risk environment in terms of fire safety. The single most important element in maintaining a high standard of fire safety management is the total commitment of all Trust staff. Compliance with this will enable us to manage fire safety, reduce the risk of injury and loss of premises, thereby ensuring that the core business of caring for patients can continue without interruption.
Roles & Responsibilities

Overview

Trust level

Chief Executive

Executive Director, Fire

Trust Health, Safety & Environment Committee

Fire Safety Administrator

‘Local Managers’

Fire Wardens

Fire Co-ordinator

Local level

All Staff

Specialist Fire Safety Adviser

Trust level

‘Local Managers’

Fire Wardens

Fire Co-ordinator

All Staff

Role of all NHS employees

All Trust employees are responsible for, and have a legal duty in respect of, fire safety, under Article 23 of the Regulatory Reform (Fire Safety) Order 2005. They are also personally responsible for complying with the fire safety policy and their local fire procedures and the requirements of the Health and Safety at Work Etc Act 1974.

All employees must also practice good fire prevention, part of which is good housekeeping.
Role of Fire Safety Administrator

A Fire Safety Administrator may cover single large premises, such as a hospital, or a number of smaller premises, such as health centres, walk-in centres, surgeries, etc.

In most premises the Fire Safety Administrator will be the Site / Support Services Manager, the Department Head/Team Administrator/Premises Manager or similar responsible person.

The Fire Safety Administrator will be responsible for the duties listed below:

- Ensuring compliance with the Trust Policy for the Management of Fire Safety.

- Developing and supervising effective fire safety strategies and fire procedures for their premises (in liaison with the Specialist Fire Safety Adviser & Trust Fire Safety Manager), and in shared premises, with other persons with fire safety responsibilities.

- The promotion of fire prevention in Trust premises.

- Liaising with Team or Department Managers, where appropriate, to ensure that all staff participate regularly in fire safety training, fire evacuation training and fire drills.

- Liaising with Team or Department Managers, where appropriate, to ensure that all new staff receive fire induction training, and that existing staff are updated when changes to fire safety information occur.

- Arranging and attending organised fire drills and fire evacuation training with the assistance of the Specialist Fire Safety Adviser,

- Ensuring that any lessons learned during training exercises or an emergency situation are effectively communicated to all staff within their area of responsibility.

- Maintaining a record of all fire training and drills (including attendances and outcomes) held at their premises. Liaison with Team or Department Managers may be necessary here.

- Ensuring that where appropriate Fire Wardens are appointed for each premise.

- Completion of the annual local statement input for the Annual Statement of Fire Safety.

- Receiving fire investigation reports and arranging for any recommendations made to be acted upon, and then informing the Fire Safety Manager or, the Board Level Director (Fire) of the report and the action taken.

- Ensuring that Fire Report forms and Unwanted Fire Signal Datix entries are submitted for all incidents.

- Nominating one or more deputies to ensure that a responsible person is regularly available to assume the specified range of duties in their absence.
Role of Fire Warden

The Fire Safety Administrator will be responsible for ensuring that where appropriate a sufficient number of Fire Wardens are appointed and trained for premises.

The Fire Wardens are the eyes and ears of the organisation within their local area but do not have an enforcement role and may not have any management responsibility.

Within the scope of their responsibilities these wardens will report fire safety issues to their line manager who will in turn report to their management; they will:

- Act as a focal point on fire safety issues for local staff.
- Organise and assist in the fire safety regime within local areas.
- Assist line managers to carry out a weekly inspection of fire precautions in the local area.
- Review and report fire safety anomalies identified during the weekly inspections and record any discrepancies in the fire safety log book.
- Assist with evacuation and roll call in the event of an incident.
- Support line managers on fire safety issues.
- Have awareness of any special arrangements, eg: escape plans for disabled, security fastenings on doors, key operated fire alarms.
- Assisting in maintaining the fire safety standards by reporting to management:
  - Obstructed fire exit doors
  - Fire exit doors that cannot be easily opened.
  - Obstructed fire exit routes.
  - Obstructed fire alarm call points.
  - Fire extinguishers that are missing or obstructed.
  - Fire notices that are missing or illegible.
  - Fire resisting doors that are held open or do not close properly.
Role of Fire Co-ordinator (fire emergency / alarm role)

At each premises, a person (who is familiar with the whole premises and is at a level to take effective control) must be available to undertake the duties of the Fire Co-ordinator who will be responsible for the overall co-ordination during an emergency situation, including evacuation, and for liaison with the fire service.

On hearing the fire alarm the Fire Co-ordinator will:

- Don high-visibility tabard.
- Report to the control/assembly point (which may be at the fire alarm panel, in the case of an in-patient facility or outside the building in the case of other premises).
- Ensure fire service has been called.
- Take charge of the situation and direct other persons to assist or carry out specific duties as necessary.
- Ensure a roll call is taken and/or receive reports from Fire Wardens.
- Delegate someone to ensure people do not re-enter the building.
- Meet and liaise with the fire service.
- When satisfied that building is safe, give permission to re-enter. If the fire service is in attendance, this will be done following consultation with the senior fire officer.
- Ensure relevant fire/unwanted fire signal forms/Datix entries are completed.

The Fire Co-ordinator’s role involves numerous tasks, and it is unlikely that these can be undertaken efficiently by a single person. It is most important, therefore, that the Co-ordinator can, at the time of the incident, delegate many of these tasks to someone responsible and reliable.
Role of Specialist Fire Safety Adviser

The Board Level Director (Fire) will secure the services of a Specialist Fire Safety Adviser(s) (SFSA). The SFSA is responsible for advising management on technical fire matters and for monitoring the state of fire precautions within Trust premises. The duties will include:

- Advise and assist management in the interpretation and application of Firecode, fire safety legislation and other guidance relevant to healthcare premises.
- Advise management, when requested, of the responsibilities in respect of Key Fire Safety Management Principles detailed in the Policy.
- Advise on the provision of fire safety training and where necessary, carry out training of staff including specialist training for Fire Safety Administrators.
- Liaise with management to ensure that fire risk assessments are carried out and provide reports to management recommending prioritised actions in respect of fire safety improvements.
- Assist the Fire Safety Manager and/or the Board Level Director (Fire) in preparing the Statement of Fire Safety for signature by the Chief Executive.
- Produce quarterly fire safety reports for the Trust Management Board and an annual fire safety report for the Chief Executive and The Trust Board.
- Liaise with staff in the Projects department (and other planning teams), and local fire authority and building control officers, in the specification of fire precautions in new and existing premises.
- Liaise with the Fire Safety Administrators in the development of local fire procedures, the production of fire training programmes, fire drills and other fire related matters.
- Monitor the adequate provision, siting and effective maintenance of all fire fighting equipment, alarm systems, fire safety signs, notices etc.
- Investigate all fires (especially those occurring in suspicious circumstances) in conjunction (if necessary) with the local fire and police authority, and keep records of all such incidents.
- Ensure that all fires are reported through the EFM system in accordance with Firecode.
Fire Risk Assessments

A Fire Risk Assessment is a legal requirement in the workplace.

A Fire Risk Assessment is an organised, methodical look at your premises, the activities carried on there, and the likelihood that a fire could start and cause harm to those in the vicinity of the premises.

The Fire Risk Assessment will identify the Fire Hazards, identify steps to be taken to reduce any risks as low as reasonably practicable, and recommend what fire precautions and management arrangements can be put in place to ensure safety if a fire does take place.

A fire risk assessment will be carried out by a trust Fire Safety Adviser who will be looking for the following things:

1. Identifying the Hazards
   - sources of ignition
   - sources of fuel
   - sources of oxygen

2. Identifying those people at risk
   - people in and around the premises
   - people especially at risk due to disability, lack of understanding, location within the building, or the type of job that they carry out.

3. Evaluate, remove, reduce, and protect from risk
   - assess the probability that a fire will occur
   - evaluate the risk to people
   - give advice on removing or reducing the Fire Hazards
   - give advice on detection and warning, fire fighting, escape routes, lighting, signs and notices, and maintenance of equipment and structures.

4. Evaluate the management of fire safety within the building
   - whether there is an emergency plan in place
   - whether routine maintenance and testing is taking place
   - whether staff have been trained
   - checking that staff know what to in the event of an emergency
   - ensuring that there is co-operation and co-ordination between relevant people

5. Comparing the current situation with the last Risk Assessment
   - recording any changes
   - recording recommendations
It is very difficult to say how long a fire risk assessment will take. This is dependent on many things: the complexity of the building; the number of staff and the jobs they do; whether there are patients; the size of the building, how well on the building is maintained; how good is the management of Fire Safety within the building, etc.

Many fire risk assessments take about two hours, but a large building or a very complex building, or a building that has been poorly maintained might take a lot longer.

The Fire Safety Adviser would ideally be accompanied by the Building Manager, the Team Administrator, or someone in a similar position who knows the building and the people who work within that building. This is also useful as it gives that person an insight into what the Fire Adviser is looking for as he goes round.

Prior to a fire risk assessment the Fire Safety Adviser will study the plans of the building and any previous fire Risk Assessment. Once at the building, the Fire Adviser would check whether there have been any major structural alterations, changes to the patient group where applicable, or large scale changes to staff, any of which could change the risks within the building. It is very useful, and saves a lot of time, if the person accompanying the Fire Adviser has with them appropriate keys for storerooms and Plant rooms, and/or key-codes for rooms that are normally locked.

A form, known as a “Part K” Risk Assessment (see Appendix 3), will be completed by the Fire Safety Adviser, with the assistance of the two persons above.
Types of Advice & Training Available

The following training is delivered by a Specialist Fire Safety Adviser:

- Corporate Induction
- Management Fire Responsibilities
- Roles & Responsibilities of a Fire Safety Administrator
- Responsibilities & Actions of Fire Warden and Fire Co-ordinator (combined session)
- Fire Safety Theory & Evacuation: Tabletop Exercise
- Fire Safety Theory & Evacuation: Practical Exercise
- Use of Fire Extinguishers (practical): *this course is not currently available*
- Use of Evacuation Chair (practical)

Advice may also be requested on an *ad hoc* basis on any topics relating to fire safety, eg:

- Personal Emergency Evacuation Plans (PEEPs)
- Building construction, means of escape, lighting, materials, furnishing
- Issues regarding non-smoking compliance
- Development of Fire Procedures for individual premises

The following training may be cascaded by Line Managers

- Annual Fire Safety Refresher for all staff
- Local induction for new staff
Training Needs Analysis
Who, when, where, how often?

Training People

to prevent fires & false alarms, and ensure their own actions are correct

- **New Staff** Corporate Induction
  At commencement, once only, (usually at Alfred Hill) delivered by Fire Safety Adviser

- **New Staff** Local Induction
  At commencement at local place of work, once only, delivered by Line Manager

- **Staff responsible for others** (eg: Fire Coordinators, Fire Wardens, Fire Safety Administrators)
  At commencement of role, once only, delivered by Fire Safety Adviser

- **All staff** : Annual Fire Safety Refresher
  Annually, at place of work (eg: during PDP or appraisal), delivered by Line Manager

- **All staff** : mandatory training
  Every 3 years, at Mandatory Training Workshop. Fire content of MTW, delivered by Fire Safety Adviser

Training in Premises

to identify & improve any weaknesses in emergency procedures

- **Fire Evacuation drill**: at least Annually
  Theory part delivered by Fire Safety Adviser
  Practical part overseen by Fire Safety Adviser
  Debrief & feedback co-ordinated by Fire Safety Adviser

- **Fire Evacuation drill, desktop exercise**: When it is totally impracticable to have a genuine evacuation exercise, due to clinical considerations, etc.
  Delivered by Fire Safety Adviser
How To Obtain Training

All Fire Training will now be booked via the Training Team at Alfred Hill Training Centre

Step 1: Go into Leicestershire Partnership NHS Trust Staff eSource

Step 2: Go into Staff e-source

Step 3: Go into Knowledge & Development

Step 4: Go into The Academy
Step 4: Course Directory

Step 5: Scroll Down until you reach “Contents”

Step 5: Choose “Fire”

academy@leicspart.nhs.uk or 0116 225 3669
Evacuation Drills

Evacuation drills must be carried out at least annually.

The following Briefing Note will be sent to Fire Administrators and relevant local managers (eg: Ward Managers) before an evacuation training session is due to take place.

Briefing Note: Fire Drills/Evacuation.

PHILOSOPHY

Fire Drills must be carried out to ensure that, in the event of fire, everyone in the premises evacuates in an orderly manner to a place of safety, which may be:

- to an outside assembly point or,
- to another fire-separated compartment.

In Patient areas a **progressive horizontal evacuation** method is used, ie: moving the patients progressively away from the scene of the fire, initially to an area where there are two fire doors between people and the fire. Then, if the fire develops, they are to move progressively further away until, if necessary, they are evacuated to outside.

REQUIREMENT

Fire drills will take place subject to the risk to staff & patients. They will take the form of an evacuation or a simulated evacuation of a ward, department, building etc. **Patients must not be involved unless a clinical assessment has been carried out following consultation with the appropriate clinician / clinical manager.**

The Fire Safety Administrator will keep records of all fire drills which will include any weaknesses in the current procedure together with action plans to eliminate them.

*The drill should be made as realistic as possible and as far as possible test all aspects of the fire procedure for the premises.*

See Appendix 9
BEFORE THE DRILL

- Ensure the attendance of an appropriate person to:
  - inform the alarm company (where the alarm is connected to an alarm centre);
  - replace the alarm glass and reset the fire alarm following the drill.
- Ensure that there will be nobody that would be adversely affected by subjecting them to the evacuation (e.g., pregnant, heart problems etc.). If such persons will be present, make special arrangements to accompany them and/or leave them in situ during the evacuation.
- If following, the clinical assessment, it is decided that patients/residents cannot be used, staff could be used to simulate the patients/residents
- Ensure the Fire service is made aware of the drill and their permission is obtained to place an emergency call. (Leicester 287 2241 - ask for Fire Control) - you will be asked for your phone number.
- Nominate sufficient observers to monitor what happens when the alarm is sounded and to observe the responsible persons (co-ordinator, receptionist etc.)
- Risk Assessment of escape routes (walk round)
- 20 minutes (approx) briefing, using plans of the hospital
- Extra staff to attend briefing, then act as observers or, if required, assist on ward during evacuation

THE DRILL

- A nominated person actuates the operation of the fire alarm system, by breaking a Fire Alarm glass.
- The appropriate person puts through an emergency call, in accordance with the local procedure (9) 999.
- A person is instructed to block off the main entrance route into the building so that persons have to use the fire exit routes.
- Observers will monitor the actions & responses:
  - In the area in alarm (continuous sounder)
  - In adjacent areas (intermittent sounder)
  - At Reception / at the alarm panel
• Following the Fire Coordinator

AFTER THE DRILL.

• Thank the persons at the assembly point that may be staff, members of the public or other persons who were in the premises. Explain the reasons for a fire drill, i.e. to ensure their safety as required by law and the Trust Policy.

• The fire alarm must be reset and, where applicable, the alarm company informed.

• Return the premises to normal working.

• The fire brigade must be contacted again:
  • Informing them that the drill is complete, the fire alarm has been reset and that any subsequent call will be an actual alarm requiring their response.
  • Asking the fire service if they have any comments regarding the call.
  • Debrief all those involved in the organisation of the drill: Nominated person in charge, observers etc.
  • Draw up a written report and action plan for circulation to observers, Fire Safety Practitioner, line management and Health and Safety Representative.
  • Fill in appropriate section in Log Book

Evacuation drills need not involve the presence of the Specialist Fire Safety Adviser, but he may be requested to attend, if required, to observe and then debrief the staff afterwards. The presence of a SFSA helps to ensure that the evacuation procedure for that particular building, area, or department is fully observed and recorded. Actions performed well can be highlighted, and actions requiring improvement can be discussed and improvements built into the evacuation procedure for the future.

Good observation is vital to ensure that lessons are learnt. An observation list helps to ensure that nothing is missed (see Appendix 10).
Health & Safety for Evacuation Drills

Staff

As this type of training session may involve an amount of lifting, handling and manipulation of ‘patients’, staff involved must be trained and competent in manual handling techniques.

All staff must be in a fit and healthy condition to take part; under no circumstances must any member of staff put themselves or their co-workers at risk by knowingly suffering from a physical injury that would restrict their ability to carry out the tasks involved or exacerbate an existing complaint.

*Please inform the instructors if you feel you cannot take an active part in the evacuation training session – you will be allocated the role of ‘Observer’ or ‘Patient’.*

Patients

Patient care is paramount. The risk to patients of moving them should be assessed by a suitable healthcare professional. It is vital that patients are reassured and kept calm. Those who cannot be moved, for healthcare reasons, should have the situation explained to them by staff.

The Ward Manager should be briefed and patient care issues discussed well in advance. Appropriate arrangements can then be made.

There should have be arrangements in place to assess the weather and other conditions, and make a choice whether or not to evacuate patients and staff through a final exit (under genuine emergency conditions, these considerations would be immaterial).

Training should take place well away from the ward that will be involved in the evacuation drill. Ideally, only the Ward Manager, and as few other people as practicable, should be fully conversant with what is due to happen, hence giving it more realism. Otherwise, staff and patients may realise that something is going to happen, even if they do not know exactly what.
Fire Log Books

Department of Health Firecode HTM 05-01 Managing Healthcare Fire Safety requires that a Fire Safety Manual (Log Book) is held at each premises. Its structure is in accordance with the guidelines given in BS 9999: Design, Management & Use of Buildings.

The purpose of the Log Book is to assist the Responsible person to understand the fire safety provisions within their area and to ensure that regular checks are carried out with accurate records being maintained.

It is not the intention that the responsible person should carry out all the checks personally, and delegation of such checks will ensure that as many staff as possible become familiar with the fire precautions.

Fire Safety Administrators and Managers will have a key role in the administration of the Log Book.

The Log Book must be kept in a conspicuous position with all staff being informed of its location and being encouraged to read it from time to time. The usual position is in Reception, near the Fire Alarm Panel.

Managers and/or Fire Safety Administrators must carry out monthly checks to ensure that the Log Book is being completed correctly.

Records are to be kept for 3 years.

Examples of Log Book contents are given in Appendix 8

In order to separate the design and technical information from the operational testing and maintenance regime the following arrangements should be implemented within all Trust premises.

The Fire Safety Manual should be in two parts as follows:

This should contain:

- Premises name & Address
- Names of relevant persons with responsibility for fire safety at the premises
- Copy of Trust fire safety policy
- Copy of the latest Fire Risk assessment report
- Copy of local fire procedure
- Introduction
- Duties and Responsibilities
- Checks and tests of fire precautions:
  - Escape Routes (visual check by member of staff)
  - Fire Alarms (tests by Estates/contractor)
  - Fire Alarm Maintenance (by contractor)
  - Automatic Door Releases (tests by Estates/contractor)
  - Emergency Lighting Tests (tests by Estates/contractor)
  - Fire Fighting Equipment (check by member of staff, maintenance by contractor)
  - Fire Drills
  - Fire Training
  - Fire Alarm Activations
  - Log Book Inspections (tests by manager/Fire safety Administrator)
  - Visits by Fire Brigade Officer or Trust Fire Safety Adviser

- Advice Notes
- Fire/UWFS Incident reporting/Report forms
- Fire Precautions Plan (building plan showing all fire equipment, etc)

Fire Safety Manual Part 2: Building design information, ie: technical information for reference
PEEPs

What is a PEEP?

Building occupants with mobility impairments or other disabilities may need assistance to safely evacuate. It is the responsibility of the Responsible Person to ensure that the uniqueness of an individual’s disability is properly coordinated with the provisions for their escape.

The system normally applied is known as the Personal Emergency Evacuation Plan (PEEP).

It is in effect a contract between the individual and the organisation, setting out the support needed by a disabled person, and how the organisations can meet these needs.

Where possible, the PEEP should be developed in conjunction with the individual (or parent and child, if the plan is for a child) to agree what action will be taken. For example, a person with a visual impairment may need to be escorted from the premises in case of a fire and a staff member should be nominated for this activity.

The aim of a PEEP is to provide people who cannot get themselves out of a building unaided with the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.

Once a PEEP has been established, arrangements should be put in place to ensure that these are practiced and it is recommended that these are carried out separately to the standard test evacuation. The needs of the individual should be considered and therefore it may be inappropriate for the individual to be involved in the test evacuation. In these cases, a volunteer to take their place should be identified.

Responsibilities

It is the responsibility of [Practice Manager / Responsible Person / nominated representative] to talk to disabled staff, service users, and visitors to assess whether they require any assistance in the event of an emergency. If someone believes they might require assistance, the PEEP Questionnaire should be completed. This should be completed by the Responsible Person or their nominated representative and, if possible, in liaison with the individual who has the disability / mobility impairment.

Writing a PEEP

Given the unique characteristics of buildings and the need for a PEEP to take account of an individual’s capabilities, disabled persons who regularly use different buildings may have to have a separate PEEP for each building.

If assistance with escape is required, the extent of such assistance should be identified in the PEEP, i.e. the number of assistants and the methods to be used. It is necessary to ensure that there is cover for absences, and the assistants may require training.

See Appendix 11
Disabilities or other conditions that may require a PEEP

- Mobility Impairment – wheelchair users
- Mobility Impairment – unable to walk quickly or for any real distance
- Mobility Impairment – unable to negotiate stairs
- Breathing difficulties
- Dexterity impairment – unable to operate exit door mechanism
- Blind or Visual impaired
- Deaf or Hearing impaired
- Mental health condition
- Learning disability
- Temporary disability eg: broken leg
- Heavily pregnant

How disabilities may hinder a person in an emergency

- Inability to react appropriately to unusual situations
  (e.g. Autism, Asperger's Syndrome, Stroke)
  - May not react to fire alarm
  - May react in an unusual or dangerous way

- Understanding
  (e.g. Mental Health problems, Learning Disabilities)
  - May not react to fire alarm
  - May react in an unusual or dangerous way
  - May head towards the danger

- Inability to read
  (e.g. Dyslexia)
  - Cannot read fire instructions. Reliant on pictograms

- Visual impairment
  - Cannot see exit route
  - Cannot see dangers within certain areas of field of vision
  - Difficulty with stairs (seeing step edge)

- Dexterity
  - Problems with operating door release mechanism

- Problems with lungs, heart
  - Affects speed of evacuation
  - Seriously affected by smoke
  - May be affected by extinguisher (especially Dry Powder)

- Severe incontinence
  - Probably in toilet when fire alarm sounds
  - May have difficulties at Assembly Point

- Mobility
  - Affects speed of evacuation
  - Difficulty with stairs

- Epilepsy
  - Epileptic episode may be brought on by red strobe light

- Hearing impairment
  (may affect speech)
  - May not hear fire alarm
  - May not hear instructions

- Back problems
  - Mobility affected.
  - Cannot pick up or carry fire extinguisher

- Dwarfism or restricted growth
  - Cannot reach exit door handle
  - Difficulty with stairs

- Stiffness in joints
  - Affects speed of evacuation
  - Difficulty with stairs
Fire Extinguishers

Classification of Fire and type of extinguisher to use

**Solid type fires**: Wood, paper, cloth, cardboard, coal, plastics, bedding, ordinary rubbish etc.

Use **WATER** or **FOAM**

**Liquid type fires**: Grease, fats, oil, paint and petrol etc.

Use **FOAM** or **DRY POWDER**

*Ensure live electrical equipment is turned off before using Foam*

Fires involving **Electrical equipment**

Use **Carbon Dioxide (CO₂)** or **DRY POWDER**

Fires involving **Cooking liquids**

Use a **FIRE BLANKET**

*DO NOT* use water  
*DO NOT* try to lift or carry the pan

*Ensure the heat source is turned off before using Fire Blanket*
Fire Extinguishers

**WATER**

Use on **Solid type fires**: Wood, paper, cloth, cardboard, coal, plastics, bedding, ordinary rubbish etc

*Do not use on burning fat or oil, or on live electrical appliances.*

Puts out the fire by cooling.

Point the jet at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

**FOAM**

Best for liquids such as grease, fats, oil, paint and petrol and on general fires such as wood, paper, cloth, coal, plastics, bedding, ordinary rubbish. But not on cooking liquids (eg: deep fat fryers) or live electrical equipment.

*Do not use on live electrical appliances*

Puts out the fire by cooling and smothering.

For fires involving **solids**, point the discharge hose at the base of the flames and keep it moving across the area of the fire. Ensure that all areas of the fire are out.

For fires involving **liquids**, do not aim the jet straight into the liquid. Where the liquid on fire is in a container, point the jet at the opposite inside edge of the container or on a nearby surface above the burning liquid (see below). Allow the foam to build up across the burning liquid.
**CO₂ (CARBON DIOXIDE)**

Best for use on fires involving electrical equipment, but isolating the power supply may work just as well. Can also be used on liquid fires, eg: grease, fats, oil, paint & petrol

Puts the fire out by smothering

Direct the discharge horn at the base of the flames and, holding only the discharge levers, with a sweeping motion, move across the area of the fire. If the flames are inside the equipment, direct the discharge horn through any opening in the casing.

**DRY POWDER**

Best for liquids such as grease, fats, oil, paint and petrol. Can also be used on general fires such as wood, paper, cloth, coal, plastics, bedding, & ordinary rubbish. Can also be used on electrical equipment but isolating the power supply may work just as well.

Puts the fire out by smothering.

Point the discharge hose at the base of the flames and, with a rapid sweeping motion, drive the fire towards the far edge until all the flames are out. If the extinguisher has a shut off control wait until the air clears and, if the flames are still visible, attack the fire again.

*Do not use in a confined space, or around persons with breathing difficulties*
Fire blankets

Pan Fire

Turn off the heat if safe to do so.

**DO NOT** try to lift or carry the pan.

Pull on the tapes to release the blanket from its container.

Wrap the corners or the top edge of the blanket around your hands before approaching fire, to avoid being burned.

With your hands at approximately shoulder width and your arms straight out in front of you carefully approach the fire, using the fire blanket as a shield.

Carefully drape the blanket over the pan to smother the flames.

Leave the pan to cool completely. **DO NOT** remove the blanket until checked by the fire brigade.

Clothes on fire

**STOP** the person from running

**DROP** them to the ground

**ROLL** them in the fire blanket
### Glossary

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS</td>
<td>British Standard</td>
<td>Recommended standards for procedures and equipment, commonly regarded as the best independent verification of excellence. BS-approval earns the issue of the “Kitemark”</td>
</tr>
<tr>
<td>CO₂</td>
<td>Carbon Dioxide</td>
<td>Non-flammable gas used in fire extinguishers. This smothers the fire, depriving it of oxygen. These extinguishers have a Black label on the red body.</td>
</tr>
<tr>
<td>FC</td>
<td>Fire Coordinator</td>
<td>The person (usually a senior nurse or senior administrative person) who takes charge in a fire emergency.</td>
</tr>
<tr>
<td>FSA</td>
<td>Fire Safety Administrator</td>
<td>The person (usually a Support Services Manager or other senior administrative person) who liaises with the Specialist Fire Safety Adviser regarding fire risk assessments, evacuation drills, and training, and fire precautions within the premises.</td>
</tr>
<tr>
<td>FRA</td>
<td>Fire Risk Assessment</td>
<td>An organised, methodical look at a property, the activities carried on there, and the likelihood that a fire could start and cause harm to those in the vicinity of the premises.</td>
</tr>
<tr>
<td>FW</td>
<td>Fire Warden</td>
<td>The person who reports problems with day to day fire safety and who, in an emergency, assists the Fire Coordinator.</td>
</tr>
<tr>
<td>H₂O</td>
<td>Water</td>
<td>A coolant used in fire extinguishers. This cools the fire, to below the temperature where it can continue. These extinguishers have a Red label on the red body</td>
</tr>
<tr>
<td>HTM</td>
<td>Health Technical Memoranda</td>
<td>A suite of documents giving comprehensive advice and guidance on the design, installation and operation of specialised building and engineering technology used in the delivery of healthcare. International &amp; European standards, industry standards &amp; UK Government legislation are referenced.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>LFRS</td>
<td>Leicestershire Fire &amp; Rescue Service</td>
<td>The local Fire Authority, and the main agency responsible for enforcing all fire-safety legislation in non-domestic premises. They look into complaints about fire safety, carry out investigations after certain fires, and may carry out targeted inspections. The fire authority works with the SFSA to ensure a satisfactory level of fire safety.</td>
</tr>
<tr>
<td>NHSCLU</td>
<td>NHS Core Learning Unit</td>
<td>A national, centralised comprehensive learning, knowledge, and talent management suite. The Fire Safety Awareness programme is one of three National Statutory and Mandatory Training Programmes provided by the Core Learning Unit.</td>
</tr>
<tr>
<td>PDP</td>
<td>Personal Development Plan</td>
<td>A regular discussion with your Line Manager. A good opportunity to ensure that mandatory training (e.g., Fire Safety) is up to date.</td>
</tr>
<tr>
<td>PEEP</td>
<td>Personal Emergency Evacuation Plan</td>
<td>A plan drafted by staff and agreed by an individual with a disability/mobility impairment, who cannot get themselves out of a building unaided. It provides the necessary information and assistance to be able to manage their escape to a place of safety and to ensure that the correct level of assistance is always available.</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>Questions &amp; Answers</td>
<td>A chance at the end of a training session to ask anything about fire safety.</td>
</tr>
<tr>
<td>RRO</td>
<td>Regulatory Reform (Fire Safety) Order 2005</td>
<td>The law that covers all aspects of fire safety in the workplace. The main tenet of this Order is the requirement to carry out fire risk assessments to establish risk, and to put into place precautions to reduce the risk to as low as reasonably practicable.</td>
</tr>
<tr>
<td>SFSA</td>
<td>Specialist Fire Safety Adviser</td>
<td>A fire safety expert employed by the Trust to train staff and advise on all aspects of fire safety.</td>
</tr>
<tr>
<td>UwFS</td>
<td>Unwanted Fire Signal</td>
<td>A false alarm.</td>
</tr>
</tbody>
</table>
Appendix 1

Firecode

Firecode consists of a number of Health Technical Memoranda (HTM) which consider policy, technical guidance and specialist aspects of fire precautions. Previously-issued Fire Practice Notes (FPN) have been superseded and subsumed into the HTMs listed below.

**HTM 05-01**: Managing healthcare fire safety

**HTM 05-02**: Guidance to support functional provisions in healthcare premises

**HTM 05-03**

- **Part A**: General Fire Safety
- **Part B**: Fire detection and alarm systems
- **Part C**: Textiles and furnishings
- **Part D**: Commercial enterprises on healthcare premise
- **Part E**: Escape lifts in healthcare premises
- **Part F**: Arson prevention in NHS premises
- **Part G**: Laboratories on healthcare premises
- **Part H**: Reducing unwanted fire signals in healthcare premises
- **Part J**: Fire Engineering
- **Part K**: Fire Risk Assessments
- **Part L**: NHS fire statistics 1994/95-2004/05
- **Part M**: Guidance on Fire Safety of Atria
Appendix 2

Links to further information

• **Basic Awareness of Fire and generalised procedures**
  The following link will take you to on-line fire awareness training, hosted by the NHS Core Learning Unit.
  http://www.corelearningunit.com/index.php?id=2.2
  note: you may need to update or install some multi-media applications, such as Java and Shockwave.

• **Department of Communities & Local Government**
  This link will access the Government's advice on Fire Safety generally
  http://www.communities.gov.uk/fire/

• **Department of Heath HTM guidance for Healthcare Premises**
  https://publications.spaceforhealth.nhs.uk/
  (You may need to apply for a password to access this site, if you have not already done so)

• **Local Arrangements**
  Each premises has an individualised procedure in the event of fire, due to the differing types of building,
  types of patients and staff, and occupancy. Please see the Fire Procedures card(s) displayed on the walls
  of the premises in which you are working. If you have any doubts or queries, please contact the Specialist
  Fire Safety Adviser.

• **Reporting Arrangements**
  Please see Log Book for details about logging equipment tests, procedural training, actuations of
  equipment, and false alarms.

• **Specialist Fire Safety Advisers**
  Andy Jackson  0116 225 5387 or 07 786 624 525  andy.jackson@leicspart.nhs.uk
  Pete Wallsgrove  0116 225 2848 or 07 771 390 520  peter.wallsgrove@leicspart.nhs.uk

  Estates & Facilities
  Daisy Peake Building,
  Gipsy Lane,
  Leicester, LE5 0TD
Appendix 3

Fire Risk Assessment Form

Prior to a premises being Fire Risk Assessed by a Specialist Fire Safety Adviser, he will liaise with the **Fire Administrator** (usually the Support Services Manager) and the **local manager** for information and local site knowledge.

The form will be completed by the SFSA, with the assistance of the two persons above.

If you would like a copy of the form in full, please contact the Specialist Fire Safety Adviser.

The Dept of Health form is known as a “Part K” Risk Assessment.

This is the form is being used by the LPT Fire Advisers

---

**EXEMPLARY FIRE RISK ASSESSMENT (FRA)**

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

This fire risk assessment should be undertaken by referring to Firecode – HTM 05-03: Part K

This exemplar fire risk assessment form is only to give a guide as to what to cover during the risk assessment process. It is not a mandatory fire risk assessment template and NHS organisations are free to use any format they wish. This particular template has been discussed and agreed with the Chief Fire Officers Association

---

**Premises full address (inc. Postcode):**

**Occupier:** Leicestershire Partnership Trust

**Owner (if different to Occupier):**

**General description of building / premises:**

**Date of construction:**

**No. of floors in building:**

**No. of basements:**

**Name of the person conducting the FRA:**

*Note: Is the person conducting the assessment deemed to be competent?*

I certify that to the best of my knowledge, the information contained in this fire risk assessment is correct, based on information provided at the time the assessment was undertaken.

**Signature of Assessor:** ________________________________
Appendix 4

Fire Training Record

At a training session, each person attending should complete an individual training record.

These forms will be supplied by the Specialist Fire Safety Adviser, and will be collected after the session. They will then be sent on to Alfred Hill Training Centre, where the details will be added to each person’s training record.

### Attendance Register

If your name is not already listed below please write your employee number, full name, job title and department clearly at the end of this register. This is to ensure we can record your attendance on this course.

<table>
<thead>
<tr>
<th>Emp No.</th>
<th>Name</th>
<th>Role</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21443453</td>
<td>Doug Abighole</td>
<td>D. Abighole</td>
</tr>
<tr>
<td>2</td>
<td>86565767</td>
<td>Anna Reksick</td>
<td>A. Reksick</td>
</tr>
<tr>
<td>3</td>
<td>45467877</td>
<td>Jim Shorts</td>
<td>J. Shorts</td>
</tr>
<tr>
<td>5</td>
<td>11183501</td>
<td>Peg Legge</td>
<td>Peg Legge</td>
</tr>
<tr>
<td></td>
<td>18934348</td>
<td>Jerry Attrick</td>
<td>J. Attrick</td>
</tr>
<tr>
<td>6</td>
<td>34113567</td>
<td>Mustapha Dayoff</td>
<td>M. Dayoff</td>
</tr>
<tr>
<td>7</td>
<td>91132566</td>
<td>Eileen Dover</td>
<td>Eileen Dover</td>
</tr>
</tbody>
</table>

For the attention of the facilitator:

Please sign below to confirm that all attendees have signed this register and that any staff who did not attend or did not complete are clearly marked. Please then return a copy of this form to The Academy and keep a copy for your records.

Facilitator Name: ___________________________ Facilitator Signature: ___________________________
Appendix 5

Induction Form for New Staff

When a member of staff starts at their place of work, this information must be delivered by that person’s Line Manager.

The form should be stored in the new starter’s personal records, and a copy sent to Alfred Hill Training Centre, where the details will be added to the person’s training record.

Fire Induction Checklist: First Day / First Shift

This list must be explained by Supervisor / Line Manager at earliest opportunity and tick when explained & understood by employees (* if applicable or relevant)

<table>
<thead>
<tr>
<th>Policies &amp; Management</th>
<th>Employee Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Of Fire Safety Policy</td>
<td></td>
</tr>
<tr>
<td>Arson Policy</td>
<td></td>
</tr>
<tr>
<td>Fire Safety Administrator for this location</td>
<td></td>
</tr>
<tr>
<td>Fire Wardens for this location</td>
<td></td>
</tr>
<tr>
<td>Requirement to attend fire safety training and comply with fire safety refreshers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Safety &amp; Prevention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibilities for ensuring fire safety</td>
</tr>
<tr>
<td>Keeping exit routes, exits, extinguishers, etc. clear of obstruction &amp; combustible storage</td>
</tr>
<tr>
<td>Dangers of smoking and smoking materials</td>
</tr>
<tr>
<td>Areas out of bounds to unauthorised persons</td>
</tr>
<tr>
<td>Cisang fire bracing doors</td>
</tr>
<tr>
<td>Minimising flammable material in the workplace, disposal of rubbish etc.</td>
</tr>
<tr>
<td>Office safety rules: Damaged electrical leads, turning off electrical equipment etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation procedures (including, “Press Horizontal Evacuation” )</td>
</tr>
<tr>
<td>Fire escape staircases, internal stairways, corridors &amp; walkways, location of fire fighting equipment, alarm call points, fire exit doors &amp; how they are opened in an emergency</td>
</tr>
<tr>
<td>Types of fire alarm sounder (bell or siren), single or two-stage alarm, smoke/heat detectors, operation of break glass call points, fire alarm testing times</td>
</tr>
<tr>
<td>Evacuation Assembly Points &amp; the procedure to be adopted there</td>
</tr>
<tr>
<td>Procedure if I discover a fire, sound the alarm, ensure people are safe, containing fire, who is to call the fire brigade, attacking fire (if safe to do so)</td>
</tr>
<tr>
<td>Procedure if I hear an alarm: evacuation, assisting others (e.g. patients, visitors)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have any special evacuation requirements? If YES your line manager will discuss them &amp; will agree with you &amp; Personal Emergency Evacuation Plan (PEEP)</td>
</tr>
</tbody>
</table>

All the above matters have been explained to me, I understand them, and I will comply with the trust fire safety policy.

Copy to Employee’s personal file, Copy to Training Dept, Alfred Hill building

Employee’s Name: ____________________________
Employee Number: ____________________________ Date of Birth: ____________________________
Post / Job Title: ____________________________
Ward / Department / Base: ____________________________
Employee’s Signature: ____________________________ Date: ____________________________
Supervisor’s / Line Manager’s Signature: ____________________________ Date: ____________________________

Procedures Manual Section B5.1  Apr 2012
Appendix 6

Annual Refresher

Annually, each member of staff must demonstrate that they are aware of the Fire Safety procedures of the building in which they work.

These questions, and their answers, may be delivered as part of PDP, annual appraisal, or other meeting with the Line Manager.

Model answers are shown on the next page. Some answers will be very specific to the premises, and the Line Manager must be aware of the correct response.

The form should be sent to Alfred Hill Training Centre, where the details will be added to the person’s training record.

---

**Annual Fire Refresher Questionnaire**

To be undertaken annually. Copy to employee’s personal file, Copy to Training Dept, Alfred Hill building.

1. According to Management Of Fire Safety Policy, who is responsible for fire safety within the Trust?
2. What are your responsibilities, as required by the local Arson Policy?
3. What are your responsibilities for fire safety?
4. Explain the means of escape in a fire?
5. Explain the fire warning system at your place of work?
6. Where is the Evacuation Assembly Point and what will happen there?
7. What action should be taken on discovering a fire?
8. What action must be taken on hearing an alarm?
9. What action is essential in terms of exit routes?
10. What are the dangers in relation to smoking?
11. What areas are out of bound to unauthorised persons and why?
12. What action is essential in respect of fire resisting doors?
13. How can the risk of fire spreading in the workplace be minimised?
14. What general office safety rules are there to reduce the risk of fire in the workplace?
15. Who is the Fire Safety Administrator for your work area/building?
16. Who are the Fire Wardens for your work area/building?
17. What are your responsibilities in respect of fire safety training?

---

Do you have any special evacuation requirements? If YES your line manager will discuss them & agree with you a Personal Emergency Evacuation Plan (PEEP)

---

I confirm that I have received appropriate responses to all of the above from the member of staff identified.

If in any doubt, contact Specialist Fire Safety Advisor for advice / further training

---

Supervisor’s/Line Manager’s Name

Supervisor’s/Line Manager’s Signature

Date

Employee’s Name

Employee Number

Date of Birth

Post/Job Title

Ward/Department/Base

Employee’s Signature

Date

---

Procedures Manual Section 05.2, Apr 2012
### FIRE REFRESHER RESPONSE CHECKLIST

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Management of Fire Safety Policy states that <strong>every member</strong> of the Trust has a duty to ensure that anyone in the care of the Trust, visitors, the staff themselves and their colleagues are safe from fire and its effects.</td>
</tr>
</tbody>
</table>
| 2 | **Local details needed here.**  
Expect comments about local security arrangements; waste control; challenging persons in unauthorised areas; reporting damaged windows, doors; etc. |
| 3 | **Individual responsibilities include:**  
- being personally responsible for complying with the Fire Safety Policy  
- being fully conversant with local fire procedures  
AND  
- being aware of the need to practice good fire prevention such as:  
  - Keeping fire doors shut  
  - Keeping fire exits clear  
  - General good housekeeping  
  - Know location of exits  
  - Knowing how to find a fire alarm call-point  
  - Knowing location of fire equipment etc.  
  - Keeping exit doors clear of obstruction  
  - Ensuring appropriate storage: limiting amount of combustible materials  
  - Controlling the access and movement of visitors  
  - Keeping radiators clear  
  - Regular inspection of electrical appliances  
  - Minimum use of extension leads  
  - Ensuring the building is secure against intruders  
  - Formal system of checks in place by last person on site each evening to ensure that equipment is safely shut down, fire doors closed, etc.  
- Avoiding unwanted fire signals (false alarms)  
**Need at least 8 of these responses** |
| 4 | **Local details needed here**  
Expect comments about fire exits, stairs (if applicable), assisting patients and/or visitors |
| 5 | **Local details needed here**  
Electronic sounders or bells? Continuous and intermittent, or just continuous? |
| 6 | **Local details needed here** |
| 7 | **On discovering a fire:**  
- Sound the alarm  
- Ensure people are safe  
- Contain the fire by closing doors and windows  
- Attack fire with fire extinguisher, if safe to do so  
- Call the fire brigade  |

*Oct 2007*
Appendix 7

False Alarm Reporting

False alarms are known in the NHS as UwFS (Unwanted Fire Signals)

All UwFS must be reported to the SFSA by means of an entry on the Safeguard system.

It is no longer necessary to inform the Department of Health of UwFS, but the SFSA needs to track them locally, in order to spot patterns and suggest solutions.

Link to Safeguard: http://riskm1.leicspart.lrh-tr.nhs.uk/safeguard/
Appendix 8

Fire Reporting

All fires must be reported to the SFSA as soon as possible by telephone or e-mail, and this form should then be completed by the Fire Co-coordinator and sent to the Estates & Facilities at The Towers.

It is important to be as accurate as possible when filling in the location of the alarm signal.

This information goes to the Department of Health.

The form is based on a generic form used by the Fire Service, so it is quite complex. However, there is a simplified guide on the following pages, to assist:

---

Appendix 8 - Fire/WS Incident Report (page 1 of 3)

Report of Incident (Refer to Fig 17)  ☐ Fire ☐ Unwanted fire signal

<table>
<thead>
<tr>
<th>Summary:</th>
<th>To be completed for both types of incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare Organisation</td>
<td>Time of incident</td>
</tr>
<tr>
<td>Building of origin</td>
<td>Duration of incident</td>
</tr>
<tr>
<td>Age of building</td>
<td>Time of call to Fire Brigade</td>
</tr>
<tr>
<td>Date of incident</td>
<td>Time Fire Brigade arrived</td>
</tr>
<tr>
<td></td>
<td>Estimated cost of damage/disruption</td>
</tr>
</tbody>
</table>

Location details

<table>
<thead>
<tr>
<th>Location of alarm signal:</th>
<th>Table 1 List 1</th>
<th>Table 1 List 2</th>
<th>Table 2</th>
<th>Table 3</th>
</tr>
</thead>
</table>

Unwanted fire signal incident details

<table>
<thead>
<tr>
<th>Cause of alarm signal:</th>
<th>(Select code from Appendix A)</th>
</tr>
</thead>
</table>

Fire Service attendance: Yes ☐ / No ☐

Fire response team attendance: Yes ☐ / No ☐

Fire Service classification (If different from above): ☐

Fire incident details

<table>
<thead>
<tr>
<th>Fire discovered by</th>
<th>To be completed for fire incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Employee</td>
<td>☐ Visor/passer-by</td>
</tr>
<tr>
<td>☐ Patient</td>
<td>☐ Smoke detector</td>
</tr>
<tr>
<td>☐ Other (please specify)</td>
<td>☐ Heat detector</td>
</tr>
</tbody>
</table>

Method of extinguishment

<table>
<thead>
<tr>
<th>To be completed for fire incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ None</td>
</tr>
<tr>
<td>☐ Self extinguished</td>
</tr>
<tr>
<td>☐ Portable extinguisher</td>
</tr>
<tr>
<td>☐ Material first ignited</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To be completed for fire incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Plaster</td>
</tr>
<tr>
<td>☐ Water</td>
</tr>
<tr>
<td>☐ Electrical</td>
</tr>
<tr>
<td>☐ Structure</td>
</tr>
</tbody>
</table>

Spread of fire within room of origin

<table>
<thead>
<tr>
<th>To be completed for fire incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Not applicable</td>
</tr>
<tr>
<td>☐ Confined to item</td>
</tr>
<tr>
<td>☐ Furnishings, fittings</td>
</tr>
</tbody>
</table>

Cause of fire

<table>
<thead>
<tr>
<th>To be completed for fire incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Deliberate</td>
</tr>
<tr>
<td>☐ Cooking appliances</td>
</tr>
<tr>
<td>☐ Space heating</td>
</tr>
<tr>
<td>☐ Central heating</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To be completed for fire incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Water heating</td>
</tr>
<tr>
<td>☐ Equipment failure, etc.</td>
</tr>
<tr>
<td>☐ Lighting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To be completed for fire incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Equipment failure, etc.</td>
</tr>
<tr>
<td>☐ Wire &amp; cable, fixed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To be completed for fire incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Equipment failure, etc.</td>
</tr>
<tr>
<td>☐ Wire &amp; cable, fixed</td>
</tr>
<tr>
<td>☐ Other (please specify)</td>
</tr>
</tbody>
</table>
What caused the alarm?

1. Malicious
2. Good Intent
3. Accidental Damage
4. Alarm activated by Patient or Public
5. Environmental: Cooking
6. Environmental: Smoking
7. Environmental: Insects
8. Environmental: Other
9. System design / fault
10. System procedures not complied with
11. Management procedures not complied with / building not used correctly
12. Bomb alerts
13. Sprinkler alarm-water pressure
14. Sprinkler alarm: other known causes
15. Unknown

What type of building is it?

From List 1, this will usually be

- 1 or 3 for patient buildings
- 6 for purely administrative buildings

Categorisation of Unwanted Fire Signals (Appendix A)

Class

1. Malicious
2. Good Intent
3. Accidental Damage
4. Alarm activated by Patient or Public
5. Environmental: Cooking
6. Environmental: Smoking
7. Environmental: Insects
8. Environmental: Other
9. System design / fault
10. System procedures not complied with
11. Management procedures not complied with / building not used correctly
12. Bomb alerts
13. Sprinkler alarm-water pressure
14. Sprinkler alarm: other known causes
15. Unknown

Location of Alarm Signals (Appendix C)

Premises Type (Table 1)

<table>
<thead>
<tr>
<th>Site (List 1)</th>
<th>Affected Parts (List 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Hospital/Clinic</td>
<td>1 Factory</td>
</tr>
<tr>
<td>2 Sheltered Housing</td>
<td>2 Office</td>
</tr>
<tr>
<td>3 Health/Residential Care</td>
<td>3 Shop</td>
</tr>
<tr>
<td>4 Hotel/Boarding House</td>
<td>4 Residential Staff</td>
</tr>
<tr>
<td>5 Industrial</td>
<td>5 Residential Public</td>
</tr>
<tr>
<td>6 Commercial</td>
<td>6 Residential Patients</td>
</tr>
<tr>
<td>7 Recreational</td>
<td>7 Sports</td>
</tr>
<tr>
<td>8 Educational</td>
<td>8 Entertainment</td>
</tr>
<tr>
<td>9 Dispersed Housing</td>
<td>9 Clinical area</td>
</tr>
<tr>
<td>10 House in Multiple Occupation</td>
<td>10 Communal area</td>
</tr>
<tr>
<td>11 Dwelling</td>
<td>11 Storage area</td>
</tr>
<tr>
<td>12 Prison/Fire/Ambulance bldg.</td>
<td>12 Teaching area</td>
</tr>
<tr>
<td>13 Airport</td>
<td>13 Food prep. area</td>
</tr>
<tr>
<td>14 Crown/Diplomatic Immunity</td>
<td>14 Concealed area (voids etc)</td>
</tr>
<tr>
<td>15 Defence Establishment</td>
<td>15 Other Healthcare area</td>
</tr>
<tr>
<td>16 Emergency Services</td>
<td></td>
</tr>
</tbody>
</table>

39 Leicestershire Partnership NHS Trust Version: July 2012
Specialist Fire Safety Advisers 0116 225 5387 / 2848 / 2869
In which part of the healthcare building did the alarm originate?

### Location of Alarm Signals (Appendix C)

**Location of Alarm Signals (Appendix C)**

#### Area Type (Table 2)

<table>
<thead>
<tr>
<th>Patient Accessed Areas</th>
<th>Non-patient Accessed Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 General Medical Ward</td>
<td>S1 Catering</td>
</tr>
<tr>
<td>P2 General Surgical Ward</td>
<td>S2 Boiler House</td>
</tr>
<tr>
<td>P3 Mental Health Ward</td>
<td>S3 Plant Room</td>
</tr>
<tr>
<td>P4 Orthopaedic Ward</td>
<td>S4 Administration</td>
</tr>
<tr>
<td>P5 Paediatric Medical Ward</td>
<td>S5 Residences</td>
</tr>
<tr>
<td>P6 Paediatric Surgical Ward</td>
<td>S6 Laundry</td>
</tr>
<tr>
<td>P7 Paediatric Intensive Care</td>
<td>S7 Estates Department</td>
</tr>
<tr>
<td>P8 Intensive/Critical Care</td>
<td>S8 Medical Records</td>
</tr>
<tr>
<td>P9 Outpatient Department</td>
<td>S9 Occupational Health</td>
</tr>
<tr>
<td>P10 Accident &amp; Emergency</td>
<td>S10 Main Stores</td>
</tr>
<tr>
<td>P11 Other Ward</td>
<td>S11 Mortuary</td>
</tr>
<tr>
<td>P12 Radiology</td>
<td>S12 Switchboard</td>
</tr>
<tr>
<td>P13 Pathology</td>
<td>S13 HSOU</td>
</tr>
<tr>
<td>P14 Pharmacy</td>
<td>S14 IT Department</td>
</tr>
<tr>
<td>P15 Operating Theatre</td>
<td>S15 Education</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Location of Alarm Signals (Appendix C)

#### Rooms (Table 3)

<table>
<thead>
<tr>
<th>R1 Single Bedroom</th>
<th>R20 Utility Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>R2 Multi-bed Room</td>
<td>R21 Disposal Room</td>
</tr>
<tr>
<td>R3 Dayroom</td>
<td>R22 Linen Room</td>
</tr>
<tr>
<td>R4 Bathroom</td>
<td>R23 Staffroom</td>
</tr>
<tr>
<td>R5 Consulting/Examination Room</td>
<td>R24 Classroom</td>
</tr>
<tr>
<td>R6 Treatment Room</td>
<td>R25 Electrical Cupboard</td>
</tr>
<tr>
<td>R7 Waiting Room / area</td>
<td>R26 Joiner's Workshop</td>
</tr>
<tr>
<td>R8 Computer Room</td>
<td>R27 Plumber's Workshop</td>
</tr>
<tr>
<td>R9 Sewing Room</td>
<td>R28 Engineer's Workshop</td>
</tr>
<tr>
<td>R10 Gymnasium</td>
<td>R29 EE/M/Workshop</td>
</tr>
<tr>
<td>R11 Hydrotherapy Pool</td>
<td>R30 Calorifier Room</td>
</tr>
<tr>
<td>R12 Library</td>
<td>R31 Lift Plant Room</td>
</tr>
<tr>
<td>R13 Corridor / circulation area</td>
<td>R32 Duct</td>
</tr>
<tr>
<td>R14 Dining Area</td>
<td>R33 Ceiling Void</td>
</tr>
<tr>
<td>R15 Local kitchen</td>
<td>R34 Roof Space</td>
</tr>
<tr>
<td>R16 Catering Department Kitchen</td>
<td>R35 Service Void</td>
</tr>
<tr>
<td>R17 Servery</td>
<td>R36 Laboratory</td>
</tr>
<tr>
<td>R18 Office</td>
<td>R37 Bedroom (Residence)</td>
</tr>
<tr>
<td>R19 Storeroom</td>
<td>R38 Other (state)</td>
</tr>
</tbody>
</table>
## Contents of Fire Log Book

### 3.1 Weekly walk around inspection of escape routes (local)
- All internal and external escape routes, corridors, circulation areas, lobbies and stairways (including external fire escapes) are to be inspected to ensure that they are in good condition, unobstructed and free from combustible items and storage.
- Fire Exit doors are to be opened to ensure that they open easily (including those locked electronically).
- Fire Resisting Doors are to be checked to ensure that they are not being held open (other than by approved electro-magnetic hold open devices), and that they close fully onto the door rebates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Inspected By</th>
<th>Faults/Observations</th>
<th>Action Taken</th>
</tr>
</thead>
</table>

### 3.2 Weekly fire alarm tests (local/estates)
- Daily: Inspect fire alarm panel for normal operation (do not record).
- Weekly: Test to ensure alarm operates and is audible in all areas. The alarm should be activated using a different call-point for each successive test.

<table>
<thead>
<tr>
<th>Date</th>
<th>Tested By</th>
<th>Call-Point Location or Number</th>
<th>Remarks</th>
</tr>
</thead>
</table>

### 3.3 Fire alarm maintenance tests (estates/contractors)
- Estates/Contractors will carry out maintenance tests according to a maintenance schedule.
- Quarterly (Q), Six Monthly (SM).
- Additional information regarding quarterly, six monthly testing can be obtained from the Estates Department.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Tested By</th>
<th>Call-Point Location or Number</th>
<th>Remarks</th>
</tr>
</thead>
</table>

### 3.4 Weekly automatic door releases (local/estates)
- Weekly: In conjunction with the fire alarm test check that all doors unlock, or are released and close fully onto the door rebates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Tested By</th>
<th>Door Location or Number</th>
<th>Remarks</th>
</tr>
</thead>
</table>

### 3.5 Emergency lighting monthly, six monthly, annual (estates/contractors)
- Emergency lighting is tested by estates/contractors according to a schedule: Monthly (M), Six Monthly (SM), Annually (A).
- Additional information regarding these tests can be obtained from estates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Inspected By</th>
<th>Faults or Observations</th>
<th>Action Taken</th>
</tr>
</thead>
</table>
3.6 Fire Fighting Equipment (Local)

- **Weekly:** All fire fighting equipment is to be inspected to ensure that they are in the correct locations, have not been discharged or suffered obvious damage, and are in-date.
- **Monthly:** If fitted with a pressure gauge ensure arrow indicates green.
- **Annual:** If extinguishers are found to be out of service date, additional information regarding annual testing can be obtained from the Estates department.
- See Advice Note 6.

<table>
<thead>
<tr>
<th>Date</th>
<th>Inspected By</th>
<th>Faults/Observations</th>
<th>Action Taken</th>
</tr>
</thead>
</table>

3.7 Fire Drills

- All staff must be instructed and trained to ensure that they understand the actions to be taken in the event of a fire.
- Fire Drills should preferably be carried out every 6 months, but in all cases Fire Drills must be carried out at least once in every 12 month period.
- See Advice Note 11.

DATE OF FIRE DRILL: ______________________
PERSON IN CHARGE: ______________________

3.8 Fire Training

- All staff must be instructed and trained to ensure that they understand fire precautions, fire hazards and the actions to be taken in the event of a fire.
- The training must be given by a competent person on first day induction, and thereafter at least once in every 12 month period.

<table>
<thead>
<tr>
<th>Names Of Participants</th>
<th>Date</th>
<th>Type Of Training (Induction/Refresher)</th>
<th>Name Of Instructor</th>
</tr>
</thead>
</table>

3.9 Fire Alarm Activations (Fires and Unwanted Fire Signals)

- Whenever the Fire Alarm is actuated (except for tests) a record is to be made of the reason for the actuation.
- Any fires, no matter how small, must be reported to the Fire Safety Advisor on the correct form (See Section 15).
- The Fire Safety Administrator and/or Departmental Manager are responsible for ensuring that all unwanted fire signals are reported, investigated and recorded. The report should include all information specified on the Fire/Unwanted Fire Signals (See Section 15).

<table>
<thead>
<tr>
<th>Date Of Actuation</th>
<th>Reason For Actuation</th>
<th>Location Of Fire, Off Location and Type of equipment causing Unwanted Fire Signal</th>
<th>Action Taken</th>
<th>Name</th>
</tr>
</thead>
</table>

3.10 Log Book Inspection

- Monthly: Log Books should be inspected monthly by Managers and/or Fire Safety Administrators.

<table>
<thead>
<tr>
<th>Date</th>
<th>Inspected By</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Appendix 10

## Fire Evacuation Drill Checklist

<table>
<thead>
<tr>
<th>FIRE DRILL CHECKLIST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Building:</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
</tr>
</tbody>
</table>

### Immediately Prior to Fire Drill:
- Fire Service pre-warned [ ]
- Alarm receiving centre pre-warned [ ]
- Establish Personnel in attendance: [ ]

### Fire Drill Activation:
- **Fire Location:**
  - Method of activation of fire alarm: [ ] Call Point [ ] Automatic Detector
  - Time fire alarm activated: [ ]
  - Time from alarm to evacuation: [ ] minutes

- **Assemble Point / location to which occupants relocated:**

### Response: Passive Fire Protection
- Alarm sounders operated [ ] No [ ] N/A [ ] Notes [ ]
- Alarm Volume [ ]
- Vent plants shut down [ ]
- Automatic doors closed [ ]
- Security locks (mail boxes) released [ ]
- Compartments seen to be clear [ ]
- Final exit doors open [ ]

### Response: Fire Safety Staff
- 999 call made [ ]
- Fire co-ordinator attended Fire Alarm Panel [ ]
- Fire co-ordinator donned hi-visibility clothing [ ]
- Fire Wardens/Staff conducted sweep search [ ]
- Assistance to disabled and non ambulatory [ ]
- Person attendance(s) to block entry/exit [ ]
- Person from wards/wards sent to meet FO at Fire Panel [ ]
- Fire Wardens report “VA Open” or otherwise [ ]
- Fire Co-ordinator satisfied all personnel are clear [ ]
- Evacuation chair used [ ]

### Response: All staff, patients, visitors
- Interior doors closed [ ]
- Windows closed [ ]
- Evacuation smooth and orderly [ ]
- Nearest exits used [ ]
- Co-operation of ward staff [ ]
- Co-operation of visitors [ ]
- Co-operation of patients [ ]

### Overall Response of occupants: [ ] Satisfactory [ ] Unsatisfactory [ ]

### Immediately After Drill:
- Address staff at Assembly Point [ ]
- Fire service informed drill complete [ ]
- Alarm receiving centre informed [ ]
- Establish re-set alarm [ ]
- Distribute fire safety staff [ ]

### Additional Information

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For original copies of this form, please contact SFSA
Appendix 11

PEEP Questionnaire for Disabled Person

This questionnaire is intended to be completed by disabled persons to assist the development of a Personal Emergency Evacuation Plan (PEEP). Please provide as much information as you can to enable us to develop a suitable plan.

Once developed, the PEEP will be used to assist escape in the event of an emergency (including drills). If the practice drills identify concerns in the implementation of the evacuation, then please contact ……………………………… for assistance in finding suitable solutions.

1. Why you should fill in the form
We have a legal responsibility to protect you from fire risks and ensure your health and safety. The PEEP will be developed based on the information you provide.

2. What will happen
You will be provided with a copy of your PEEP. If you need assistance you should contact the Fire Safety Adviser to organise a safe evacuation in these circumstances.

Name: _____________________________________________

Location

1. Which part of the building do you normally work in/visit?
   Please name: the building, the floor and the room.
   ____________________________________________________________

2. Do you routinely use more than one location in this building?
   YES ☐ NO ☐
   If you feel it is necessary, please provide further details below. (Please list the floors & rooms you use in each building)
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

Emergency Procedures

Are you aware of the emergency evacuation procedures which operate in the buildings you attend?
   YES ☐ NO ☐

Do you require written emergency evacuation procedures?
   YES ☐ NO ☐

Do you require written emergency evacuation procedures to be supported by British Standard evacuation instructions?
   YES ☐ NO ☐
Personal Emergency Evacuation Plan

Name

Department

Building

Floor

Room

Awareness of Procedure

The disabled person is informed of a fire evacuation by:

- existing alarm system 
- pager device 
- visual alarm system 
- other (please specify)

Designated Assistance:

(The following people have been designated assistance to evacuate the building in an emergency.)

Name

Contact details

Name

Contact details

Name

Contact details

Methods of Assistance:

(e.g., Transfer procedures, methods of

Equipment Provided (including means of communication)

Evacuation Procedure:

(A step-by-step account beginning from the first alarm)

Safe Route(s):

Date of agreement: 

Leicestershire Partnership NHS Trust  Version: July 2012

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