

POLICY DOCUMENT

# Fire Safety Policy

## Policy Review Schedule

Date first Approved by the Board: March 2005

Last Approved by the Board: January 2017

Date of Next Review: January 2019

### Amendment Overview

Version	Date	Pages	Comments	Actioned
2005 - 1.0	31 March 2005		Ratified by Agency Board	Board
2005 – 1.0	April 2005		Circulated to staff and included in Staff Handbook	
2005 – 1.1. (draft)	16 November 2005		Revised to take account of Internal Audit recommendations	Margot Roberts
2005 – 1.1 (draft)	31 October 2005		Approved by senior management	Senior Management
2005 – 1.1	24 November 2005		Ratified by NIMDTA Board	Board
2005 – 1.1	January 2006		Issued to Staff	
2008 2.0 (draft)	11 November 2008		Reviewed by Health and Safety Committee - approved	Health and Safety Committee
2008 - 2.0	4 December 2008		Presented to NIMDTA Board for ratification - approved	Board
2008 – 2.0	February 2009		Issued to Staff	
2011 – 3.0	April 2011		Reviewed and Updated, then ratified by NIMDTA Board.	
2011 – 3.1	12/08/2013	35	Role of NIMDTA to be included at beginning of each policy and corporate document. Footer updated to include new NIMDTA mission statement. Version coding updated. Terms of Reference – Health and Safety Committee updated	Linda Craig
2013 – 4.0	20/08/13	35	Periodic refresh and amendment following DFP Fire Risk Assessment. Frequency of unannounced fire drills and alarm tests increased.	Mark McCarey

2013 – 4.0	27/08/2013	35	Presented to the G&R Committee for approval. Approved by G&R committee subject to minor changes.	
2013 – 4.1	06/09/2013	35	Presented to SMT for approval Approved with no further amendments.	
2013 – 4.1	19/09/2013	35	Presented to H&S Committee for approval. Approved with no changes	
2013 - 4.1	26/09/2013	35	Presented to NIMDTA Board for approval. <b>Approved.</b>	
2017 – 4.2	13/01/2017	23	Presented to G&R for consideration.	Mark McCarey
2017 – 4.3	25/01/2017	22	Updated following G&R, for presentation to Board. <b>Approved.</b>	Gillian Kerr

## **Contents**

Policy Review Schedule .....	2
Executive Summary .....	6
Questions you should be able to answer after reading this policy .....	6
Policy Impact or Influence .....	7
Legislative Influence .....	7
1. Introduction.....	8
2. Accountability.....	8
4. Communication of the Fire Safety Policy .....	12
5. Monitoring and Review .....	12
Appendix 1 - Fire Safety Procedure .....	14
Appendix 2 – Unannounced Fire Drills .....	17
Appendix 3 - Fire Safety Key Performance Indicators.....	20
Appendix 4 – Fire Safety Plan.....	21

## **Role of the Northern Ireland Medical and Dental Training Agency**

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health, (DoH) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. Its role is to attract and appoint individuals of the highest calibre to recognised training posts and programmes to ensure the provision of a highly competent medical and dental workforce with the essential skills to meet the changing needs of the population and health and social care in Northern Ireland.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes and rigorously assesses their performance through annual review and appraisal. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that the training and supervision of trainees support the delivery of high quality safe patient care.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA also works to the standards in the COPDEND framework for the quality development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA aims to use the resources provided to it efficiently, effectively and innovatively. NIMDTA's approach to training is that trainees, trainers and educators should put patients first, should strive for excellence and should be strongly supported in their roles.

## **Executive Summary**

This policy sets out NIMDTA's fire procedures. It identifies how NIMDTA seeks to protect the safety of its staff and visitors, outlines responsibilities for all staff in the prevention of fire, and the procedures to be followed if a fire should occur.

## **Questions you should be able to answer after reading this policy**

1. Consult the Evacuation Plan. What is your emergency evacuation route?
2. Consult the Evacuation Plan. Where is the closest break glass alarm to your work space?
3. Where is the evacuation assembly point?
4. What practical steps can be taken by all staff to help prevent a fire?

## **Policy Impact or Influence**

Changes to this policy may have an impact or an influence on the following:

- Assurance Framework
- Business Continuity Plan
- Health and Safety Policy
- Reporting & Management of Incidents Policy
- Terms of Reference - Health & Safety Committee
- Security and Premises Management Policy

## **Legislative Influence**

This policy has influenced by:

- Department of Health Fire Code 2010
- The NICS Fire Safety Manual (Sept 2010)
- The NICS Fire Safety Manual Regulations Publication (Sept 2010)
- Fire Services (Northern Ireland) Order 1984 as amended 1993
- Fire Precautions (Workplace) Regulations (Northern Ireland) 2001
- Fire Safety Regulations (NI) 2010
- Fire & Rescue Services (NI) Order 2006
- The Health and Safety at Work Order 1978
- DHSSPS Circular PEL (11) 03

# **1. Introduction**

The aims of this Fire Safety Policy are:

- to demonstrate NIMDTA's commitment to Fire Safety;
- to ensure compliance with Fire Safety legislation;
- to adopt best practice in Fire Safety;
- to ensure systems are in place for the identification and delivery of Fire Safety training needs;
- to manage Fire Safety by the process of risk assessment and put in place appropriate measures to reduce the risk to an acceptable level;
- to provide employees with the information, instruction and training they need to work safely and efficiently and to develop awareness among employees;
- to make employees aware of their individual responsibility to take all reasonable care for the safety of themselves and others and co-operate with management in relation to matters of health and safety;
- to ensure the welfare of employees and visitors and to provide and maintain a safe and healthy working environment.

This policy sets out the principles and arrangements on which the Northern Ireland Medical and Dental Training Agency (NIMDTA) base their commitment to fire safety and should be read in conjunction with other policies eg health and safety; security; incident reporting.

The Department of Health Fire code suite of documents is the point of reference for all matters appertaining to fire safety within NIMDTA (see Appendix 1).

# **2. Accountability**

The NIMDTA Board through the Chief Executive is responsible for ensuring the implementation of NIMDTA's fire safety policy and Fire Code guidance. NIMDTA shall endeavour to work towards the following objectives:

- Comply with relevant fire safety legislation;
- Provide for the setting and achievement of fire key performance indicators for the organisation (attached as Appendix 3);
- Ensure that staff receive appropriate information, instruction and training;



- Make the fire safety policy widely accessible by inclusion in the staff handbook and intranet;
- Facilitate communication with all stakeholders regarding NIMDTA's fire safety policy and associated objectives, targets and performance against these.

The Chief Executive has ultimate responsibility and accountability for fire safety and will ensure that, through effective policies and procedures, NIMDTA is compliant with all legal and statutory responsibilities and directives issued by the DoH.

The Governance, IT & Facilities Manager is the appointed Executive Director with special responsibility for fire safety arrangements, the nominated Fire Officer and is responsible for ensuring that:

- a regular testing and checking programme is in place for all fire extinguishing and detection appliances systems;
- Fire fighting equipment is serviced annually by the Fire Safety Unit, Properties Division, Department of Finance and Personnel (DFP);
- Professional fire safety advice is available from the Fire Safety Unit of DFP;
- risk assessments are undertaken and action is taken to minimise the risks identified;
- relevant information is shared with the Health and Safety Committee;
- ensuring that NIMDTA's agreed programme of investment in fire safety are properly accounted for in the annual business plan;
- to deliver an annual report of all safety matters to the Board;
- to ensure that the requirements placed upon NIMDTA by the issue of a Fire Certificate under the 1971 Fire Precautions Act are complied with;
- to raise awareness of the threat of Arson, primarily through the provision of fire awareness training, and report any incidences to the Board as appropriate.
- Staff are compliant with this policy and are trained to carry out the duties associated with fire safety management;
- Guidance is issued to staff with regard to NIMDTA's fire safety arrangements;
- Incident reporting and investigation procedures are carried out where appropriate;
- An up-to-date library of fire safety legislation is maintained;

- That records, and where appropriate evaluations, are kept of all fire training delivered to staff;
- That all new staff are briefed in relation to fire safety at their induction;
- That periodic spot checks are carried out in order to ensure compliance with fire safety protocols;
- Supervise the effective day to day upkeep of the fire safety policy established for the premises;
- Ensure that all staff participate regularly in fire safety training drills;
- Be responsible for co-ordination and direction of staff actions in a serious fire, in accordance with the emergency plan;
- Advising and assisting management of the interpretation and application of the provisions of legislation, Fire code and other guidance in respect of fire safety in NHS premises;
- Advising Senior Management of their initial and continuing responsibilities in respect of their designated premises require fire certificates under the Fire Precautions Act 1971, and maintaining the necessary provisions following certification on behalf of Senior Management;
- Involvement in fire safety audits and contributing to periodic authoritative reports to management about the state of fire precautions in their premises;
- Involvement in the identification and assessment of fire risks in healthcare premises, using the techniques of Fire code: HTM 86 and assisting with reports to management recommending prioritised actions in respect of fire safety improvements;
- Preparing training programmes for all staff employed in NIMDTA premises, liaising with the Nominated Officer [Fire] in the organisation of unannounced fire drills and staff training, witnessing the effectiveness, or action when necessary, and arranging for accurate records of staff training and unannounced fire drills to be kept centrally, and at each workplace;
- Managing and supervising adequate provision, sitting and effective maintenance of all first aid fire-fighting equipment, fire safety signs/notices etc;
- Keeping accurate records of all fire incidents, investigating fires occurring in suspicious circumstances with local Fire and Police authorities;
- Ensuring that the presence and activities of contractors working on site are reported and logged prior to the commencement of work and taking effective steps to ensure their activities do not subvert fire precautions in existing premises'; and

- Managing the work of assistant fire safety advisers and other fire prevention staff where necessary.

This authority is further delegated to the Corporate Services Executive Officer (Estates) who is the nominated Deputy Fire Officer who shall assist the Fire Officer with the discharge of his or her duties and deputise as appropriate. In the event that the Deputy Fire Officer is not able to carry out aspects of this role the Fire Officer will deputise as appropriate.

All Team Leaders shall ensure that:

- staff and others that work within their department are aware of, and understand NIMDTA's fire safety policy and procedures (Appendix 1 and 2).
- A copy of the evacuation procedure is located in the department and made accessible to staff.

Each member of staff has a personal responsibility for ensuring adherence to fire safety procedures. Staff should:

- be familiar with the policies and procedures relating to fire safety;
- report any breach of fire safety regulations to their line manager and take corrective action where possible;
- assist with completion of the adverse incident report form in accordance with NIMDTA's procedure for recording and reporting incidents,
- Avoid the use of highly flammable liquids and materials where possible;
- Orderly stacking in paper stores to reduce the risk of fire spread and assist fire fighting;
- Storage of equipment and packages in designated areas only – not in corridors or switchrooms;
- Regular checks for the accumulation of rubbish – waste and unauthorised storage must be dealt with promptly;
- collection, storage and disposal of waste undertaken on a regular basis;
- Regular cleaning of workplaces and equipment to avoid the accumulation of dust etc;
- Correct storage of cleaning materials and rags in non-combustible containers after use;

- Checking for possible sources of fire on leaving the workplace ie unnecessary electrical equipment left on;
- Faulty electrical equipment to be reported to the Governance, IT & Facilities Manager;
- Unauthorised staff do not attempt to repair any electrical equipment;
- Personal electrical equipment is not to be used unless it has been checked; and
- Keeping all fire doors shut.

The Business Support Committee will be responsible for monitoring and reviewing NIMDTA's fire safety arrangements.

#### **4. Communication of the Fire Safety Policy**

The policy is available on NIMDTA's intranet. Any health and safety issues raised will be communicated to staff via email and posted on the staff notice board.

Relevant information is also available in the Corporate Services Department and the Governance, IT & Facilities Manager is available for help and guidance on fire safety issues. Team Leaders are tasked with passing on relevant information to their staff and to act on any feedback that may arise from this communication.

All new employees will be inducted on fire safety matters in accordance with NIMDTA procedures.

#### **5. Monitoring and Review**

The Governance, IT & Facilities Manager will make an annual report to the Board and will ensure that fire safety matters are considered at appropriate Board meetings held throughout the year.

A Fire Safety Risk assessment will be conducted as determined by the Fire Safety Unit Properties Division (DFP). In the interim, internal spot checks will be carried out by the Governance, IT & Facilities Manager and Corporate Services Executive Officer in order to ensure ongoing compliance. The Governance, IT & Facilities

Manager will report findings of the risk assessment and the resulting action plans to the NIMDTA Board.

The Business Support Committee will be responsible for dealing with all health and safety issues, including fire safety, and will play a significant role in monitoring and reviewing all aspects of the system. The Business Support Committee will be responsible for ensuring that systems are in place for the identification and delivery of fire safety training needs and will ensure that the health and safety of staff is subject to regular review.

The Business Support Committee will report directly to the Senior Management Committee.

Fire safety risks will be recorded in NIMDTA's Business Support Risk Register, and if appropriate, will be escalated to NIMDTA's Corporate Risk Register.

This policy will be reviewed every two years and will be revised in line with changes to legislation or Departmental policy.

## **Appendix 1 - Fire Safety Procedure**

In the event of a fire it is imperative that all staff know how to respond promptly and effectively to a fire situation.

### **If you discover or suspect a fire:**

- Raise the alarm (nearest breakglass point – listed below). Evacuate the immediate danger area and continue evacuation as required under the direction of the Fire Safety Officer and the nominated deputies (see Appendix 4). Fight the fire only if it is safe to do so using the appliances provided (listed below).

### **If you hear the fire alarm:**

- Leave your desk immediately and proceed to the nearest exit route. Staff should not take any of their personal possessions and should assemble in the lower car park. Continue evacuation of the premises as required under the direction of the Fire Safety Officer and the nominated deputies.
- The Fire Safety Officer must ensure that any disabled member of staff or visitor to the premises is assisted in evacuating the premises

### **Exiting Beechill House:**

- There are two main emergency exits to Beechill House. These are located at the front door by reception, and the side door in the open plan office. Both emergency exits, and the paths to them, are signposted by green running men emergency lights. These exits will be kept clear at all times.
- Staff should be aware that, due to the nature of the fire or emergency, either of the exits may not be accessible to them. They should therefore pay close attention to instructions given to them by the Fire Wardens.

### **Meeting at the Assembly Point:**

- The Assembly Point for Beechill House is located in the lower half of the car park, across the drive way, roughly parallel to the open plan emergency exit.

- The Fire Wardens will take a register of all persons who have evacuated the building in order to inform the emergency services of any further action that may be required.

## **Notes to the Fire Safety Procedure:**

### **Location of Fire Fighting Equipment**

- Back wall at hospital training open plan section
  - CO2 and water extinguishers
  - Break glass
- Opposite Dental Training Co-Ordinator's Office
  - CO2 and water extinguishers
  - Break glass
- Kitchen
  - Fire Blanket
- Opposite store room
  - CO2 and water extinguishers
  - Break glass
- Entrance porch
  - CO2 and water extinguishers
  - Break glass
- Outside disabled toilet
  - CO2 and water extinguishers
  - Break glass

### **Location of Breakglass Alarms**

- Entrance Porch
  - Beside the front door
- Front Corridor
  - Beside the door to the Specialty Schools room
- Open Plan

- Beside the emergency exit
  - On the back corridor wall opposite the Dental Co-ordinator's office
- Back Corridor
  - Opposite the door to the store room.

### **Unannounced Fire Drills:**

The effectiveness of emergency procedures for dealing with a fire incident must be tested by means of practical unannounced fire drills. An unannounced fire drill will be carried out on a twice yearly basis.

On hearing the fire alarm staff should leave their desk immediately and proceed to the nearest exit route. Staff should not take any of their personal possessions and should assemble in the lower car park.

Unannounced fire drills offer key insight into the circumstances that are likely to occur in an emergency situation. This Fire Safety Procedure should be revised in line with any feedback or findings from its practical testing through unannounced fire drills.



## **Appendix 2 – Unannounced Fire Drills**

### **Introduction**

Policy and Principles (Fire code) requires that NHS buildings carry out an unannounced fire drill at a frequency of at least two per annum, this requirement also satisfies the Fire Precautions Act 1971, for premises with a Fire Certificate. Health Technical Memorandum 83 states that the effectiveness of emergency plans for fire and other aspects of fire safety must be tested by a unannounced fire drill. The unannounced drill should simulate conditions in which one of the escape routes have been blocked by fire or smoke. It also states that unannounced drills should not endanger those taking part.

### **Policy**

It is policy that NIMDTA will carry out two unannounced fire drills per annum.

### **Arrangements**

#### **Full unannounced evacuation drill**

- This unannounced drill will be designed to test all aspects of the fire safety procedure (Appendix 1). Full evacuation of Beechill House will take place. It will comply with the requirements of the Fire Precautions Act.

### **Checklist for Unannounced Fire Drills**

- Select team to organise and run the fire drill, this may be:
  - Fire Group Leaders
  - Line Managers
  - Health & Safety Co-ordinators
  - Doctors
  - Health & Safety Department
  - Security Manager
- Meet with your team and agree:
  - Type of drill

- Location
- Time, date
- How criteria of paragraph 5 will be met
- How evaluation of drill will be effected
- Appoint safety officers/evaluators
- Inform Key people in writing of unannounced drill detail:
  - Switchboard operator
  - Local fire and rescue service
- Day of the unannounced drill:
  - Confirm notification of unannounced drill with local Fire & Rescue, switchboard and Security (1 hour before the drill)
  - Check the team are available
  - Execute the unannounced drill
  - Conclude unannounced fire drill
  - Inform all parties mentioned in paragraph 3 that the unannounced drill has concluded
  - Debrief

**In any event whichever evacuation scenario is implemented the following criteria must be tested:**

- Knowledge of NIMDTA's Fire Policy
- Knowledge of the department fire procedures
- Knowledge of the fire alarm system
- Staff evacuation technique's
- Management of visitors etc
- Knowledge of the fire fighting equipment

## **Following the completion of an announced drill, the following steps should be taken:**

- A report is produced, showing the date, time and duration of the unannounced drill
- The report will detail the way the unannounced drill was carried out
- A copy of the report will be sent to the Health & Safety Committee, the original to be kept with the fire training register.

## **Responsibilities**

It is the responsibility of the Fire Safety Officer to ensure that there is a programme of unannounced fire drills in place.

Responsibility for the organisation, execution and safety of unannounced fire drills lies with the Fire Safety Officer.

Before an unannounced drill is carried out the responsible person must develop a plan of action. This plan will set out the criteria for enacting the unannounced drill taking into consideration the safety of staff, along with the designation of staff to monitor that the unannounced drill is carried out safely (see paragraph b).

## **Monitoring**

The Business Support Committee shall review all aspects of fire (including unannounced fire drills) twice a year.

### **Appendix 3 - Fire Safety Key Performance Indicators**

- The performance of two unannounced fire drills
- The weekly testing of the Fire Alarm system
- That all fire fighting equipment is serviced annually
- The performance of Fire Safety spot checks twice per annum

## Appendix 4 – Fire Safety Plan



