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## **FIRE SAFETY POLICY**

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## 1 General Statement of Policy

Our policy is to provide and maintain a safe and healthy working environment. We also accept our responsibility for the health and safety of visitors and outside contractors invited onto our premises.

Signed .....  
Dr Shafiq Rahman  
GP Partner

Date: 1 September 2022

Signed .....  
Dr Sangeeta Rathor  
GP Partner

Date: 1 September 2022

## 2 Introduction

### 2.1 Policy statement

The organisation is committed to providing a safe environment for its employees, contractors, visitors and members of the public. Part of this responsibility is the provision and management of fire safety systems and procedures. This policy outlines the fire safety arrangements, procedures and responsibilities in place at the organisation. It must be noted that overall responsibility of Fire Risk and Protection lies with NHS Property Services who sub-contract to the Building Facilities Management “Integral”.

### 2.2 Status

The organisation aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the [Equality Act 2010](#). Consideration has been given to the impact this policy might have with regard to the individual protected characteristics of those to whom it applies.

This policy and procedure is written in accordance with:

- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Health and Safety at Work etc. Act 1974](#)
- [The Management of Health and Safety at Work Regulations 1999](#)

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of a contract of employment.

### 2.3 KLOE

The CQC would expect any primary care organisation to have a policy to support this process and this should be used as evidence of compliance against CQC Key Lines of Enquiry (KLOE).<sup>1</sup>

The following is the CQC definition of Safe:

*By safe, we mean people are protected from abuse\* and avoidable harm. \*Abuse can be physical, sexual, mental or psychological, financial, neglect, institutional or discriminatory abuse.*

<b>CQC KLOE S1</b>	How do systems, processes and practices keep people safe and safeguarded from abuse?
<b>S1.5</b>	Do staff receive effective training in safety systems, processes and practices?
<b>S1.9</b>	Does the design, maintenance and use of facilities and premises keep people safe?
<b>S1.10</b>	Do the maintenance and use of equipment keep people safe?

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<sup>1</sup> [www.cqc.org.uk](http://www.cqc.org.uk)

<b>CQC KLOE S2</b>	How are risks to people assessed and their safety monitored and managed so they are supported to stay safe?
<b>S2.5</b>	Are comprehensive risk assessments carried out for people who use services and risk management plans developed in line with national guidance? Are risks managed positively?

The following is the CQC definition of Well Led:

*By well-led, we mean that the leadership, management and governance of the organisation assures the delivery of high-quality and person-centred care, supports learning and innovation and promotes an open and fair culture.*

<b>CQC KLOE W5</b>	Are there clear and effective processes for managing risks, issues and performance?
<b>W5.1</b>	Are there comprehensive assurance systems and are performance issues escalated appropriately through clear structures and processes?  Are these regularly reviewed and improved?
<b>W5.4</b>	Are there robust arrangements for identifying, recording and managing risks, issues and mitigating actions?  Is there alignment between the recorded risks and what staff say is 'on their worry list'?
<b>W5.5</b>	Are potential risks taken into account when planning services, for example seasonal or other expected or unexpected fluctuations in demand, or disruption to staffing or facilities?

## 2.4 Training and support

The organisation will provide guidance and support to help those to whom it applies to understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

## 3 Scope

### 3.1 Who it applies to

This document applies to all employees of the organisation, visitors, members of the public and other individuals performing functions in relation to the organisation such as agency workers, locums and contractors.

Furthermore, it applies to clinicians who may or may not be employed by the organisation but who are working under the Additional Roles Reimbursement Scheme (ARRS).<sup>2</sup>

### **3.2 Why and how it applies to them**

The requirements of the Regulatory Reform (Fire Safety) Order 2005 place duties on “responsible persons” who are those who have control over the premises and are required to:

- Assess and reduce the potential fire risks and spread of fire in and around the building
- Assess the suitability of the means of escape from the premises
- Ensure those means of escape are available to use
- Ensure the provision of a means of fire detection, fire warning and firefighting equipment
- Establish the action to be taken in the event of a fire
- Provide instruction and training to all employees

Employees must:

- Evacuate on hearing a fire alarm
- Be responsible for their own safety
- Know the evacuation procedures
- Raise any specialist requirement
- Take reasonable care of others
- Co-operate with the organisation on fire safety issues
- Not interfere or misuse anything provided for fire safety
- Report any fire safety problems, e.g. blocked fire exits
- Report any accidents or near misses

## **4 Definition of terms**

### **4.1 Responsible person**

In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. For the purpose of this policy, the responsible person under the Fire Safety Order is the practice manager. The responsible person must carry out a fire risk assessment which must focus on the safety of all relevant persons in case of fire.

### **4.2 Relevant persons**

Relevant persons include everyone who may be affected and also those at special risk such as disabled people, those you know have special needs and children.

### **4.3 Fire risk assessment**

A fire risk assessment is a process involving a systematic evaluation of the factors that determine the hazard from fire, the likelihood that there will be a fire and the consequences if one were to occur.

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<sup>2</sup> [Network DES Contract specification 2020/21](#)

#### **4.4 Fire log book**

A fire log book assists the organisation in complying with the Fire Safety Order. The fire log book is the record of building maintenance and tests carried out on the organisation's fire protection systems. This is within the domain of NHS Property Services however all concerns are fed back via the Building User Group or via email or via the Integral Helpdesk support. Local records may be kept as appropriate.

## **5 Policy/guidance**

### **5.1 Fire risk assessments**

The organisation has a legal requirement under the Fire Safety Order to assess its workplaces to ensure that those on the premises are not at risk of injury from the effects of fire and smoke. Fire risk assessments are reviewed annually or sooner if significant changes occur.

The responsible person may decide, given the nature of the premises or people involved, that they do not have the necessary competence to discharge their duties under the Fire Safety Order and may seek the help of a competent person. The Fire Risk Assessment is one such action that is contracted out to a professional body.

### **5.2 Fire detection, fire warning and firefighting equipment**

The organisation has fire safety systems installed and fire protection measures throughout the premises to protect all persons, building and contents.

All fire safety equipment must be kept free from obstruction and fire extinguishers must not be removed or repositioned without consultation with the responsible person. Any damage to equipment provided for fire safety purposes must be reported immediately.

### **5.3 Testing and maintenance**

Fire safety equipment, (including detection, alarm systems, emergency lighting, fire extinguishers and signage) and fire protection measures (including fire doors, means of escape and final exit doors) are subject to regular testing, inspection and maintenance to ensure that they remain in good working order. All testing, inspections and maintenance must be recorded and retained in a fire safety log book.

This is within the domain of NHS Property Services however all concerns are fed back via the Building User Group or via email or via the Integral Helpdesk support. Local records may be kept as appropriate.

### **5.4 Fire doors and means of escape**

Fire doors must be kept closed at all times (unless they are doors which automatically close when the alarm is sounded) in order to maintain compartmentation of the building and to prevent the spread of fire, smoke and toxic fumes.

Corridors, stairways and landings are classed as escape routes and as such should be fit for purpose, kept clear and capable of safely evacuating all the people likely to use the premises at any time, particularly during busy periods.

Final exit doors must be kept clear at all times. Cars must not be parked in a way that they block the final exit doors from a building.

Any issues with means of escape must be reported immediately.

### **5.5 Flammable substances**

Hazardous substances must be stored, used and disposed of in accordance with all legal requirements, safe working practices and manufacturers' instructions.

### **5.6 Fire training**

The organisation will provide fire safety training for all employees.

All new employees will receive a fire safety briefing as part of their new starter induction training which will include:

- How to raise the alarm upon discovering a fire
- What action to take on hearing the fire alarm
- Walking the escape routes
- Identifying the location of fire extinguishers, fire exits, call points and assembly points
- Information on any local hazards

Everyone is required to complete periodic fire safety training including fire evacuations.

All employees with an identified role, e.g. fire marshal, will receive sufficient training to ensure competency in their specific responsibilities.

During the COVID pandemic all training has become virtual but when able to, there will be physical interaction on training as a whole.

### **5.7 Fire information**

Fire action notices are displayed throughout the organisation and can be found on exit routes adjacent to the fire alarm call points or fire extinguishers.

Building evacuation notices detail escape routes and assembly points combined with a relevant building plan.

### **5.8 Evacuation strategy**

Emergency and evacuation plans must not depend on the fire and rescue service to evacuate people. However, the organisation will consult with the fire and rescue service when planning and determining an appropriate and effective evacuation strategy.

Additionally, the organisation will identify the most effective means for checking everyone on the premises is safely evacuated.

If you discover a fire or a fire is suspected:

- Raise the alarm by the recognised method
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks

- Call the emergency services immediately by telephone and inform the operator of the location and nature of the incident
- The Alarm is linked to the Fire Service and NHS Property Services are immediately notified
- Evacuate the premises by the nearest available exit
- Meet at the agreed assembly point (see section 4.9 re COVID-19 considerations)
- Inform the emergency marshals/senior fire officer of any missing persons
- Do not stop to collect person belongings
- Do not re-enter the building until the senior fire officer advises that it is safe to do so

### 5.9 COVID-19 considerations

Should any incident occur, consideration must be given to adopt social distancing when mustering at the fire muster point.

### 5.10 Record keeping

Fire equipment which is subject to testing, inspection and maintenance must be recorded. Additionally, details of any incidents involving fire, however small, must be recorded. This is the responsibility of NHS Property Services / Integral.

Local records of all fire safety training including refresher training will be kept.

### 5.11 Co-operation and co-ordination

The organisation will ensure that, co-operation and co-ordination of any significant risks and resources will be shared to ensure others are not placed at risk if there is a fire.

## 6 Summary

Fire safety is the responsibility of all members of the Practice. Training and awareness is essential, therefore, should any fire incident occur, staff members, visitors and patients can all evacuate in a safe and COVID secure manner.

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V2	August 2022	P Owen-Halley	GP Partners	Annual Review