



GIG
CYMRU
NHS
WALES

Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

FIRE MANAGEMENT PROCEDURE

Executive Sponsor & Function:

Director of Workforce and Organisational Development

Document Author:

David Price, Facilities & Compliance Manager

Approved by:

HEIW Executive Team

Approval Date:

8 May 2019

Date of Equality Impact Assessment:

May 2019

Equality Impact Assessment Outcome:

This Policy has been screened for relevance to equality. No potential negative impact has been identified.

Review Date:

May 2022

Version: v1

Table of Contents

Contents	Page
1. Purpose and Scope	1
2. Aims and Objectives	1
3. Implementation	1
4. Training	2
5. Monitoring	2
6. Further Information	2
7. Appendix 1 Fire Emergency Action Notice	3

1. Purpose and Scope

1.1 The purpose of this procedure is to support the HEIW Health and Safety Policy and sets out the requirements of individuals in relation to fire safety and to support HEIW's compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRO).

1.2 This Fire Management Procedure and any arrangements made under it applies to:

- all persons employed or engaged by Health Education and Improvement Wales (HEIW) including part time workers, temporary and agency workers and those holding honorary contracts.
- Visitors, contractors and volunteers.

Other NHS Health Boards and Trusts will have their own health and safety policies which will apply to HEIW staff working in NHS premises elsewhere across Wales.

2. Aims and Objectives

2.1 To ensure, as far as is reasonably practicable, the safety of all persons by minimising the possibility of outbreaks of fire from occurring and that, if they do occur, they are rapidly detected, effectively contained, quickly extinguished, and people evacuated quickly so as to prevent injury and/or ill health to anyone who may be affected by our activities.

2.2 This procedure will ensure compliance with the RRO by ensuring fire risks are considered, and that they are reduced where possible.

3. Implementation

3.1 In the case of a fire, the alarm should be raised by ringing the fire alarm bell, by breaking the glass of the nearest electronic call point, or shouting 'FIRE, FIRE' to ensure that all persons within Ty Dysgu are aware of the emergency situation.

3.2 Employees are to stop work and evacuate the building as soon as possible when the alarm sounds (apart for weekly tests) and should escort any visitors or contractors to the designated Assembly Point, located near the grass verge in the car park at the front of the building, via the closest safe exit.

3.3 Personal Emergency Evacuation Plans (PEEPs) will be developed for staff who may need assistance to leave the building. PEEPs are to be developed by the Facilities and Compliance Manager in conjunction with the individuals concerned and will detail the method of escape to be used.

3.4 HEIW will identify and conspicuously mark the assembly point which is in an accessible and safe location. If working on a Client site then staff should make time to find out where the assembly point is although this should be provided on induction when first visiting those premises.

3.5 Once assembled a nominated fire warden or designated deputy will check that all staff (and others) are present and liaise with the appropriate emergency service(s).

3.6 The evacuation plan for the building will be displayed on the safety notice board and will be brought to the attention of all employees. It will also be placed near each of the break glass points throughout the building.

- 3.7 The evacuation procedure should take into account people who may be unfamiliar with the building or may have difficulty in evacuating in the case of emergency and must be communicated to all staff and visitors and people with specific duties under this procedure.
- 3.8 The Facilities and Compliance Manager will ensure that a site plan is developed and displayed depicting the types and location of all fire equipment. He will also ensure that fire drills are carried out, at least every six months, and that a record of any alarm activation is kept in the fire log book.
- 3.9 HEIW will provide and maintain suitable fire extinguishers and all staff will be made familiar with the use of these extinguishers so they are aware of which extinguishers to use for each class of fire. Fire extinguishers are provided as a means to assist in ensuring evacuation is possible and are NOT provided to encourage employees to fight fires unless trained to do so. Nobody is to place themselves in any undue risk by fighting a fire which should only take place where it is considered safe to do so. Evacuation and raising the alarm is the priority.
- 3.10 To minimise the likelihood of fire and to comply with relevant legislation smoking is strictly forbidden within premises under the control of HEIW and should be restricted to designated smoking areas located outside the perimeter of premises under the control of HEIW . All items of electrical equipment will be PAT tested as part on an Annual PAT testing program. The recharging of personal items within premises under the control of HEIW is strictly prohibited unless permission has been granted by the Facilities and Compliance Manager.
- 3.11 A fire risk assessment (arranged by the Facilities and Compliance Manager) will be undertaken on premises under the control of HEIW by a competent person on an annual basis. The assessment should detail the hazards and associated precautions in relation to fire safety with any recommendations arising from the assessment completed within the identified timescales.
- 3.12 A fire log book will be maintained at reception and the Facilities and Compliance Manager will be responsible for ensuring that it is kept up to date in accordance with this procedure.
- 3.13 The fitting and upkeep of fire alarm systems will be based on the findings of the fire risk assessment. All alarm activations or fires MUST be reported using the Incident Report Form at the earliest opportunity.

4. Training

- 4.1 All staff will receive fire safety awareness training as part of their induction and on an ongoing basis thereafter.
- 4.2 HEIW will appoint and train a number of Fire Wardens who will receive training (as will their deputies) to ensure that they are aware of the fire safety policy and their particular part in implementing it. Details of fire wardens will be displayed on the safety notice board.

5. Monitoring

- 5.1 The fire risk assessments will be reviewed at least on an annual basis, and also following new risk information, incidents or when a change to method of use is planned.

6. Further Information

Further information and support is available from the Facilities and Compliance Manager on (01443) 824171.

Appendix 1 - Fire Emergency Action Notice

It is the policy of HEIW that on activation of the fire alarm system all occupants are to evacuate the building and converge at the designated assembly point.

It is the responsibility of all staff, visitors and guests to familiarise themselves with the Fire/Emergency Action Plan and the fire escape routes within the building.

Action on discovering a fire:

1. Shout 'FIRE, FIRE'.
2. Operate nearest fire alarm call point.
3. Call the fire brigade by telephoning 999.
4. If safe to do so, close all doors and windows as you leave the building by the nearest and/or safest exit.
5. Do not stop to collect personal belongings.
6. Report to the assembly point on the grass verge in the car park at the front of the building and make yourself known to the fire warden responsible for your floor.
7. Remain at the assembly point until you are told it is safe to re-enter the building or whether you need to take further action due to the escalation of the emergency situation.

Action on hearing the fire alarm:

8. If safe to do so, close all doors as you leave the building by the nearest and/or safest exit.
9. Ensure any clients or visitors remain with you at all times.
10. Do not stop to collect personal belongings.
11. Report to the assembly point at on the grass verge in the car park at the front of the building and make yourself known to the fire warden responsible for your floor.
12. Remain at the assembly point until you are told it is safe to re-enter the building or whether you need to take further action due to the escalation of the emergency situation.

Fire Wardens for building:

Ground Floor David Price, Ffion Bodilly
First Floor Kealey Seldon, Anne-Marie Livesey, Emily Bolton
Second Floor Jane Powell, Karen Bowen, Natalie Cox

If you are aware of anyone who has not left the building please inform one of the Fire Wardens or Fire Officers in attendance.

If you are unable to evacuate for whatever reason please make it known you are in the building, your location and the reason you have been unable to evacuate.

UNDER NO CIRCUMSTANCES RE-ENTER THE BUILDING UNTIL SAFE TO DO SO