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

FIRE SAFETY PROCEDURE

Document Author: Facilities and Compliance Manager

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Fire Safety Procedure

1. Purpose and Scope

- 1.1 The purpose of this procedure is to set out the requirements of individuals in relation to fire safety and to support HEIW' compliance with the Regulatory Reform (Fire Safety) Order 2005 (RRO).
- 1.2 This procedure applies to employees of HEIW and the premises under its control. It is the responsibility of employees working in other buildings to understand their relevant fire safety rules and procedures. It also relates to other groups who are not under the direct control of HEIW but could be affected by our activities.

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 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 which is located at the front of the building by the grassed area in front of the car park, via the closest safe exit.
- 3.3 Personal Emergency Evacuation Plans (PEEPs) (see Personal Emergency Evacuation Plans (PEEP) Procedure) which has been 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 is although this should be provided on induction when first visiting those premises.
- 3.5 Once assembled a Facilities and Compliance Manager 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 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 will 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. 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 Ty Dysgu and the surrounding grounds.
- 3.11 All items of electrical equipment will be PAT tested on an annual basis and the recharging of personal items within Ty Dysgu is strictly prohibited unless permission has been granted by the Facilities and Compliance Manager. It is the responsibility of the employee to ensure items are PAT tested on an annual basis.
- 3.12 A fire risk assessment (arranged by the Facilities and Compliance Manager) has been undertaken on the Ty Dysgu premises and will be repeated on an annual basis. The assessment details the hazards and associated precautions in relation to fire safety. It also makes recommendations to be completed within identified timescales.
- 3.13 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.
- 3.14 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.